Musgrove, Ellen A., et al,

An annotated bibliography of business textbooks on the college level.

Major project

1954

BOSTON UNIVERSITY

SCHOOL OF EDUCATION

Major Project

AN ANNOTATED BIBLIOGRAPHY OF BUSINESS TEXTBOOKS ON THE COLLEGE LEVEL

Submitted by

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(B. S. Ed., Boston University, School of Education, 1951)

In partial fulfillment of the requirements for

the degree of Master of Education

1954

school of education
May 26, 1954
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First Reader: Lester I. Sluder, Assistant Professor of Business Education

Second Reader: Mary E. Connelly, Assistant Professor of Secretarial Studies

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The very able and generous assistance and guidance of Professor Lester I. Sluder and Professor Mary E. Connelly is gratefully acknowledged by the writers. The encouragement given by Professors Sluder and Connelly aided materially in the successful completion of this project.

The writers also wish to acknowledge the splendid co-operation of the publishing houses.

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CHAPTER I

INTRODUCTION

Statement of the Problem

The purpose of this study was to compile and annotate a comprehensive bibliography of textbooks in business education in selected fields for use on the college level.

Analysis of the Problem

The subordinate problems involved in the development of the study were as follows:

1. To determine the subject-matter fields to be included in the study.

2. To compile a comprehensive list of textbooks in business education on the college level which were copyrighted during 1942-1953. As this study was made during 1953 no attempt was made to annotate all books copyrighted during that year.

3. To classify these textbooks in business education according to selected subject-matter fields for the purpose of easy reference.

4. To write short descriptions giving the high lights of these textbooks in business education.

5. To construct an author and title index for the textbooks in the selected subject-matter fields.

CHAPTER I

INTRODUCTION

Statement of the Problem

The purpose of this study was to compile and annotate a comprehensive bibliography of textbooks in business education in selected fields for use on the college level.

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The subordinate problems involved in the development of the study were as follows:

1. To determine the subject-matter fields to be included in the study.

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3. To classify these textbooks in business education according to selected subject-matter fields for the purpose of easy reference.

4. To write short descriptions giving the high lights of these textbooks in business education.

5. To construct an author and title index for the textbooks in the selected subject-matter fields.

Justification of the Problem

This study should be of value to: administrators and teachers in colleges and business schools, students of business education, research workers and writers in the business education field, and to salesmen of textbooks.

This annotated bibliography should give school and college administrators as well as teachers an opportunity to know what textbooks in business education are available in the selected subject-matter areas. It would also give them an opportunity to familiarize themselves with the authors, the publishing houses and their locations. The annotations, which give a short description highlighting the contents of each book, provide a valuable and comprehensive source of information for the selection of books.

Research workers and writers in the field of business education should find this compilation a worth-while source of reference from which to learn what has been published in the field. It will also serve as a point of departure for further research.

For promoting the sale of textbooks in business education, salesmen should find in this study valuable aids for planning and executing sales programs.

Delimitation of the Problem

This annotated bibliography includes a comprehensive list of selected textbooks in business education for use on

Justification of the Problem

This study should be of value to: administrators and teachers in colleges (or) business schools, students of business education, research workers and writers in the business education field, and to salesmen of textbooks.

This annotated bibliography should give school and college administrators as well as teachers an opportunity to see what textbooks in business education are available in the various subject-matter areas. It would also give them an opportunity to familiarize themselves with the authors, the publishing houses and their locations. The annotations will give a brief description highlighting the contents of each book, provide a valuable and comprehensive source of information for the selection of books.

Research workers and writers in the field of business education should find this compilation a work-saving source of reference from which to learn what has been published in the field. It will also serve as a point of departure for further research.

For practical use as a guide of textbooks in business education, emphasis should lend in this study valuable aids for planning and executing sales programs.

Delimitation of the Problem

This annotated bibliography includes a comprehensive list of selected textbooks in business education for use on

the college level which were copyrighted between 1942-1953. The list includes textbooks in the following fields: accounting and bookkeeping, business English, Gregg shorthand, and typewriting.

The recommendations of the publishers were used as a basis in determining textbooks which were available on the college level.

The annotations comprise short descriptions of the contents and pertinent facts highlighting each textbook.

Definition of Terms

Annotated Bibliography:

The Dictionary of Education[1] states: "A list of references accompanied by notes that may indicate the subject, content, method, findings, et cetera, or may give evaluations, of each publication listed."

In this study, the writers pointed out in the annotations pertinent facts and high lights relating to each textbook in the selected subject-matter fields.

College Level:

Since considerable confusion exists concerning whether or not a textbook is applicable to the "college or high school level"; decisions of the publishers were used in this report.

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[1]Good, Carter V., Editor, Dictionary of Education, McGraw-Hill Book Company, Inc., New York and London, 1945.

the college level which were copyrighted between 1942-1953. The list includes textbooks in the following fields: accounting and bookkeeping, business English, office administration, and typewriting.

The recommendations of the qualifiers were used as a basis in determining textbooks which were available on the college level.

The annotations concerns about descriptions of the contents and per-items tests highlighting each textbook.

Definition of Terms

Programed Bibliography:

"The Dictionary of Education" states: "A list of references accompanied by notes that may indicate the subject, content, method, findings, or concern, or may give evaluations, or even qualification lineal."

In this study, the methods pointed out in the annotations per-items tests and high lights relating to each textbook in the selected non-college-level field.

College Level:

Since considerable confusion exists concerning whether or not a vocation is classifiable in the "college" or high school level", definitions of the qualifiers were used in this report.

Good, Carter V., Editor, Dictionary of Education, McGraw-Hill Book Company, Inc., New York and London, 1945.

Organization of the Study

In carrying out this project, the following chapters were developed:

Chapter I contains an introduction to the study including the statement and nature of the problem. A review of the related literature which served as a background for the writers is given in Chapter II. The procedures followed in this study are stipulated in Chapter III. Chapter IV contains an annotated bibliography of textbooks in accounting and bookkeeping, business English, Gregg shorthand, and typewriting for use on the college level.

Organization of the Study

In carrying out this project, the following chapters were developed:

Chapter I contains an introduction to the study including the statement and delimiting of the problem. A review of the related literature which served as a background for the writers is given in Chapter II. The procedures followed in this study are articulated in Chapter III. Chapter IV contains an annotated bibliography of textbooks in accounting and bookkeeping, business English, Gregg shorthand, and typewriting for use on the college level.

CHAPTER II

REVIEW OF RELATED LITERATURE

This chapter presents brief reviews of previous compilations of textbooks and teaching materials in the business education field. A study made by Marion Morelock[1] lists the more familiar ones.

Paul O. Selby[2] has compiled and published comprehensive bibliographies covering a ten-year period from 1929 to 1938 entitled: Index to the Teaching of General Business, Index to the Teaching of Bookkeeping and Accounting, Index to the Teaching of Business Law, and Index to Collegiate Business Education.

A book written by George Mann[3] and published by Harper & Brothers, New York, contains an annotated list of some two thousand references to books, pamphlets, and periodicals on consumer education.

William R. Blackler,[4] of the University of California, Berkeley, California, prepared a bulletin, Reference Books,

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[1]Morelock, Marion Marie, An Annotated Bibliography in Business Education, a Thesis for the degree of Master of Arts, in the Department of Commerce, Graduate College, Iowa State University, 1940.

[2]Selby, P. O., Index to the Teaching of General Business, Index to the Teaching of Bookkeeping and Accounting, Index to the Teaching of Business Law, and Index to Collegiate Business Education, Research Press, Kirksville, Missouri, 1939.

[3]Mann, George, Bibliography on Consumer Education, Harper & Brothers, New York, 1939.

[4]Blackler, William, R., Reference Books, Bureau of Business Education, University of California, Berkeley, California, 1943.

CHAPTER II

REVIEW OF RELATED LITERATURE

This chapter presents brief reviews of previous compilations of textbooks and teaching materials in the business education field. A study made by Marion Moreland[1] lists the more familiar ones.

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[1]Moreland, Marion Merle, An Annotated Bibliography in Business Education, a Thesis for the Degree of Master of Arts, in the Department of Commerce, Grinnell College, Iowa State University, 1940.

[2]Sally, P. C., Index to the Teaching of General Business, Index to the Teaching of Bookkeeping and Accounting, Index to the Teaching of Business Law, and Index to Collegiate Business Education, Research Press, Kirkwood, Missouri, 1939.

[3]Mann, George, Bibliography on Consumer Education, Harper & Brothers, New York, 1939.

[4]Blackler, William, R., Reference Books, Bureau of Business Education, University of California, Berkeley, California, 1943.

which is an annotated bibliography of library books in distributive education.

Max Herbert Freeman[1] has compiled a Bibliography of Research Studies in Business Education for the years 1920-1940. A similar study, Bibliography of Research Studies in Business Education, 1941-1948, was completed under the supervision of Elvin S. Eyster[2] at the School of Business, Indiana University.

The May, 1949, issue of The Journal of Business Education[3] contains an article entitled, "A Bibliography for Teachers and Students of Office Management," which includes a list of textbooks on the college level.

In 1951 Mary Jean Gallerani,[4] of Boston University, compiled a comprehensive list of textbooks in selected subject-matter fields of business education for use on the college level. A study completed by Francis E. Carr[5] at Boston University in

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[1]Freeman, M. Herbert, Bibliography of Research Studies in Business Education, 1920-1940, Gregg Publishing Company, New York.

[2]Eyster, Elvin S., and others, Bibliography of Research Studies in Business Education, 1941-1948, School of Business, Indiana University, Bloomington, Indiana.

[3]Prepared by National Office Management Association of Business Library Committee, "A Bibliography for Teachers and Students of Office Management," The Journal of Business Education, Vol. 29, May, 1949, p. 27.

[4]Gallerani, Mary Jean, A Bibliography of Business Textbooks on the College Level, Major Project, School of Education, Boston University, 1951.

[5]Carr, Francis, Bibliography of Business Education Materials for Secondary Schools, Major Project, School of Education, Boston University, 1951.

which is an annotated bibliography of library books in distributive education.

Mr. Herbert Freeman[1] has compiled a Bibliography of Research Studies in Business Education for the years 1920-1950. A similar study, Bibliography of Research Studies in Business Education, 1941-1945, was completed under the supervision of Alvin C. Gaumer[2] at the College of Business, Indiana University.

The May, 1949, issue of The Journal of Business Education[3] contains an article entitled, "A Bibliography for Teachers and Students of Office Management," which includes a list of textbooks on the college level.

In 1951 Mary Jean Calloway,[4] of Boston University, compiled a comprehensive list of textbooks in selected subjects, particularly fields of business education for use on the college level. A study completed by Frenella E. Carr[5] at Boston University in

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[1] Freeman, H. Herbert, Bibliography of Research Studies in Business Education, 1920-1950. Chicago: Bobbs-Merrill Company, New York.

[2] Gaumer, Alvin C., and others, Bibliography of Research Studies in Business Education, 1941-1945. School of Business, Indiana University, Bloomington, Indiana.

[3] Prepared by National Office Management Association of Business Library Association, "A Bibliography for Teachers and Students of Office Management," The Journal of Business Education, Vol. 24, May, 1949, p. 27.

[4] Calloway, Mary Jean, A Bibliography of Business Textbooks in the College Level, Master's Thesis, School of Education, Boston University, 1951.

[5] Carr, Frenella, Bibliography of Business Education Materials for Secondary Schools, Master's Thesis, School of Education, Boston University, 1953.

1951 contains a bibliography of business education materials for use on the high school level. Both of these studies were based on previous compilations made by Lester I. Sluder.

This study will give a brief description highlighting the contents of each textbook in the selected subject-matter areas: accounting and bookkeeping, business English, Gregg shorthand, and typewriting.

CHAPTER III

PROCEDURES

The purpose of this study was to compile and annotate a comprehensive bibliography of the 1942-1953 college textbooks in business education in selected subject-matter areas.

The procedures used in this study were as follows:

1. The writers used a bibliography compiled by Mary Jean Gallerani[1] as a source for obtaining the addresses of leading publishers of textbooks in business education on the college level.

2. A letter was written to each of 33 publishers of textbooks in business education, requesting their descriptive catalogue of offerings in business education on the college level. The publishers were also asked to send supplementary lists of their latest textbooks in business education which were not included in their current catalogue.

3. A thorough search of Boston University School of Education Library and the Boston Public Library was made for the purpose of verifying titles listed in the publishers' catalogues.

4. The bibliography of titles was checked with Gallerani's[2] study. V. E. Breidenbaugh, of Indiana State Teachers College,

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[1]Gallerani, Mary Jean, A Bibliography of Business Textbooks on the College Level, Major Project, School of Education, Boston University, 1951.

[2]Ibid.

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1. The writers used a bibliography compiled by Mary Jean Gallegher[1] as a source for obtaining the addresses of leading publishers of textbooks in business education on the college level.

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3. A thorough search of Boston University School of Education Library and the Boston Public Library was made for the purpose of verifying titles listed in the publishers' catalogs.

4. The bibliography of titles was checked with Gallegher's[2] study. V. E. Freidenburg, of Indiana State Teachers College,

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[1]Gallegher, Mary Jean, A Bibliography of Business Textbooks on the College Level, Major Project, School of Education, Boston University, 1951.

[2]Ibid.

verified the titles listed for accounting and bookkeeping, and C. C. Parkhurst, of Boston University, checked the titles listed for business English.

5. The subject-matter fields covered in this annotation include: accounting and bookkeeping, business English, Gregg shorthand, and typewriting.

6. To classify the books according to specific subject-matter fields, the writers prepared an index card for each book listed in the publishers' catalogue. The card provided space for the subject, title, author(s) copyright date, publisher, number of pages, and price.

7. The index cards were used as a basis for compiling the materials of each publisher according to the specified subject-matter areas. Copies of these lists were sent to each publishing house, and in an accompanying letter the publishers were asked to verify the following: the full name of the author(s), book title, copyright date, number of pages, and price. The publishers were asked to add the titles of any books which had been omitted, and to indicate textbooks which were out of print or unsuited for the college level.

8. The writers of this study used textbooks, catalogues, and brochures in making the annotations.

writing the titles listed for accounting and bookkeeping, and G. C. Kershner, of Boston University, checked the titles listed for business English.

5. The subject-matter fields covered in this annotation include: accounting and bookkeeping, business English, stenography, and typewriting.

6. To classify the books according to specific subject-matter fields, the writers designed an index card for each book listed in the publishers' catalogue. The card provided space for the subject, title, author(s) copyright date, publisher, number of pages, and price.

7. The index cards were used as a basis for compiling the materials of each preliminary according to the specified subject-matter areas. Copies of these lists were sent to each publishing house, and in an accompanying letter the publishers were asked to verify the following: the full name of the author(s), book title, copyright date, number of pages, and price. The publishers were asked to add the titles of any books which had been omitted, and to indicate textbooks which were out of print or unsuitable for the college level.

8. The writers of this study read textbooks, catalogues, and brochures in making the annotations.

CHAPTER IV

ANNOTATED BIBLIOGRAPHY OF BUSINESS TEXTBOOKS

ACCOUNTING AND BOOKKEEPING

Anderson, William H., TAXATION AND THE AMERICAN ECONOMY, Prentice-Hall, Inc., New York, New York, 1951.

Pages: 598

Price: $6.00

Annotation:

TAXATION AND THE AMERICAN ECONOMY gives factual information on the actual operation of the tax system today. The textbook gives a sound foundation in the essential principles and theory of taxation from its constitutional roots to its possible future developments. The author charts the changes in taxation, public finance, and fiscal policy during the last thirty years; analyzes these changes in their economic context and describes the taxation system as it is today.

Such topics as the following are covered in detail: the foundations of American taxation; the taxation of property, of income, of gifts and inheritances, of business, of consumption, other forms of taxation and revenue raising, and taxation and the functioning of the economic system.

Anderson, William H., TAXATION AND THE AMERICAN ECONOMY, Prentice-Hall, Inc., New York, New York, 1951.

Pages: 309

Price: $5.00

Annotation:

TAXATION AND THE AMERICAN ECONOMY gives factual information on the actual operation of the tax system today. The textbook gives a sound foundation in the essential principles and theory of taxation from its constitutional roots to its possible future developments. The author charts the changes in taxation, public finance, and fiscal policy during the last thirty years; analyzes these changes in their economic context and describes the taxation system as it is today.

Such topics as the following are covered in detail: the foundations of American taxation; the taxation of property, of income, of gifts and inheritances, of business, of consumption, other forms of taxation and revenue raising, and taxation and the functioning of the economic system.

Ascher, Leonard W., SURVEY OF ACCOUNTING, Harper & Brothers, New York, New York, 1952.

Pages: 717

Price: $5.00

Annotation:

SURVEY OF ACCOUNTING covers the elements of bookkeeping and the fundamental principles of accounting. The first semester's work dealing with the elements of bookkeeping is standard in content and method of presentation. The balance of the textbook deals with topics useful in accounting surveys.

The book is divided into six parts: Part I, The Introduction, deals with the task of the accountant and the uses of accounting and bookkeeping; Part II, The Fundamental Records, covers double entry bookkeeping; Part III, stresses accounting for different types of business enterprises; Part IV, emphasizes accounting theory; Part V, treats special aspects of accounting; and Part VI, Conclusions, deals with analysis of accounting statements, and the validity and utility of accounting.

Problems and questions are provided at the close of each chapter.

Baily, H. Heaton, SPECIALIZED ACCOUNTING SYSTEMS, SECOND EDITION, John Wiley & Sons, Inc., New York, New York, 1951.

Pages: 579

Price: $6.00

Annotation:

SPECIALIZED ACCOUNTING SYSTEMS, SECOND EDITION, deals with accounting methods, procedures, and transactions applicable to businesses that comprise accounts and accounting methods not covered in usual books on this subject.

The following topics are included: introduction, contractors, department stores, small loan and finance companies, building and loan associations, commercial banks, fire insurance, life insurance, stock brokerage, water utilities, railroads, motor carriers, air transportation, system construction, and questions and problems.

Baumann, Theresa and Erlenback, John, BOOKKEEPING, COLLEGE Edition, American Book Company, Boston, Massachusetts, 1950.

Pages:

Price:

Annotation:

BOOKKEEPING, COLLEGE EDITION, is primarily a vocational education text. This book stresses the basic principles needed by the student who wishes to specialize in the field. The material is so arranged that the book may be used with flexibility as to the length of course.

Bailey, H. Hanson. SPECIALIZED ACCOUNTING SYSTEMS, SECOND EDITION. John Wiley & Sons, Inc., New York, New York, 1950.

Pages: 573

Price: $5.00

Annotation:

SPECIALIZED ACCOUNTING SYSTEMS, SECOND EDITION, deals with accounting methods, procedures, and transactions applicable to businesses that comprise accounts and accounting methods not covered in usual books on this subject.

The following topics are included: introduction, corporations, partnerships, small loan and finance companies, building and loan associations, commercial banks, fire insurance, life insurance, stock brokerage, water utilities, railroads, motor carriers, air transportation, system construction, and problems and problems.

Bennett, Thomas and Reinmuth, John. BOOKKEEPING, COLLEGE EDITION. Boston, American Book Company, Boston, Massachusetts, 1950.

Pages:

Price:

Annotation:

BOOKKEEPING, COLLEGE EDITION, is primarily a vocational education text. This book arranges the basic principles needed by the student who wishes to specialize in the field. The material is so arranged that the book may be used with flexibility as to the length of course.

Bangs, John R., Jr. and Hanselman, George R., PRINCIPLES OF ACCOUNTING, SECOND EDITION, International Textbook Company, Scranton, Pennsylvania, 1950.

Pages: 550

Price: $4.25

Annotation:

PRINCIPLES OF ACCOUNTING, SECOND EDITION, uses the diagrammatic approach in presenting the basic accounting principles.

This textbook was formerly ACCOUNTING FOR ENGINEERS but the authors have reorientated the text in its Second Edition so that its function now is more general and no longer limited to courses in accounting for engineering students.

Many chapters have been rewritten, particularly in Part III, where new material has been added.

The book is divided into five parts: Part I--The Theory of Debit and Credit; Part II--Procedure at End of Fiscal Period; Part III--Accounting Practice; Part IV--Accounting Applications; and Part V--Appendix and Index.

Hoagg, John R., Jr. and Hoagland, George R., PRINCIPLES OF ACCOUNTING, SECOND EDITION, International Textbook Company, Scranton, Pennsylvania, 1950.

Pages: 590

Price: $4.25

Description:

PRINCIPLES OF ACCOUNTING, SECOND EDITION, uses the diagrammatic approach in presenting the basic accounting principles.

This textbook was formerly ACCOUNTING FOR ENGINEERS but the authors have modernized the text in its Second Edition so that the function now is more general and no longer limited to accounts in accounting for engineering students.

Many chapters have been rewritten, particularly in Part III, where new material has been added.

The book is divided into five parts: Part I--The Theory of Data and Records; Part II--Procedure at End of Fiscal Period; Part III--Accounting Practice; Part IV--Accounting Applications; and Part V--Appendix and Index.

Bell, William H., ACCOUNTANTS' REPORTS, FOURTH EDITION, The Ronald Press Company, New York, New York, 1949.

Pages: 374

Price: $7.00

Annotation:

ACCOUNTANTS' REPORTS, FOURTH EDITION, illustrates the best method of handling all types of reports. It presents the technical features and broader aspect of the usefulness of the report rather than the fundamental principles and accounting theory. The textbook presents the exact report standards that must be met and gives consideration to the reports in terms of their value in the internal and external administration of business. Careful and extensive selection, presentation, and interpretation of data are outstanding features. Many financial statements and accountants' certificates are reproduced to illustrate a variety of actual practices followed in business concerns.

The following topics are presented for study: balance sheets--specimen forms, income and surplus statements--specimen forms, consolidated and miscellaneous statements, certificates, a complete audit report, and the mechanical features and office procedures.

Dail, William H., ACCOUNTANTS' REPORTS, FOURTH EDITION, The Ronald Press Company, New York, New York, 1949.

Pages: 374

Price: $7.00

Annotation:

ACCOUNTANTS' REPORTS, FOURTH EDITION, illustrates the best method of handling all types of reports. It presents the technical features and broader aspect of the usefulness of the report rather than the fundamental principles and accounting theory. The textbook presents the exact report standards that must be met and gives consideration to the reports in terms of their value in the internal and external administration of business. Careful and exhaustive selection, presentation, and interpretation of data are outstanding features. Many financial statements and accountants' certificates are reproduced to illustrate a variety of actual practices followed in business concerns.

The following topics are presented for study: balance sheets--specimen forms, income and surplus statements--specimen forms, consolidated and miscellaneous statements, certificates, a complete audit report, and the mechanical features and office procedures.

Bickford, Hugh, SUCCESSFUL TAX PRACTICE, Prentice-Hall, Inc., New York, New York, 1952.

Pages: 428

Price: $5.30

Annotation:

SUCCESSFUL TAX PRACTICE is designed for students who understand the rules of the Internal Revenue Code. Everyday problems that arise in the area of Federal taxation are stressed. Such topics as fact finding, preparation of forms, procedures before Bureaus of Internal Revenue and the courts are covered in detail.

Actual cases are presented with detailed explanations on the four general phases of tax practice--minimizing the tax burden; preparing the return; practice before the bureau; and practice before the courts.

The book is logically arranged, first stressing how to find the facts and prove them; and then how to find the law that applies to the facts.

Bloxford, Hugh. SUCCESSFUL TAX PRACTICE. Prentice-Hall, Inc., New York, New York, 1952.

Pages: 492

Price: $5.50

Annotation:

SUCCESSFUL TAX PRACTICE is designed for students who understand the rules of the Internal Revenue Code. Everyday problems that arise in the area of Federal taxation are stressed. Such topics as fact finding, preparation of forms, procedures before Bureau of Internal Revenue and the courts are covered in detail.

Actual cases are presented with detailed explanations on the four general phases of tax practice--minimizing the tax burden; preparing the return; practice before the bureau; and practice before the courts.

The book is logically arranged, first stressing how to find the facts and prove them; and then how to find the law that applies to the facts.

Blocker, John G., COST ACCOUNTING, SECOND EDITION, McGraw-Hill Book Company, Inc., New York, New York, 1948.

Pages: 731

Price: $6.50

Annotation:

COST ACCOUNTING, SECOND EDITION, deals with the fundamental problems of cost control and accounting applied to business units and to important divisions of each enterprise. Special attention is given to standard costs, labor costs, payroll accounting, and cost accounting for retail establishments, financial institutions, and governmental units.

The following topics are included: fundamentals of cost accounting; the voucher system; material purchasing, issuance, and accounting; material valuation and inventory; control of labor; distribution and overhead costs; budgeting--technique and general procedure; accounting for production costs; standards for materials, labor, and overhead; estimate cost accounting systems; accounting for distribution and administration; special applications of cost accounting: retail establishments, and financial and governmental institutions; joint cost and by-product accounting; differential cost analysis, and Certified Public Accountant cost problems.

Blocher, John G., COST ACCOUNTING, SECOND EDITION, McGraw-Hill Book Company, Inc., New York, New York, 1953.

Pages: 731

Price: $6.50

Annotation:

COST ACCOUNTING, SECOND EDITION, deals with the fundamental problems of cost control and accounting applied to business units and to important divisions of each enterprise. Special attention is given to standard costs, labor costs, payroll accounting, and cost accounting for retail establishments, financial institutions, and governmental units.

The following topics are included: fundamentals of cost accounting; the voucher system; material purchasing, issuance, and accounting; material valuation and inventory; control of labor; distribution and overhead costs; budgeting--technique and general procedure; accounting for production costs; standards for materials, labor, and overhead; estimate cost accounting systems; accounting for distribution and administration; special applications of cost accounting; retail establishments, and financial and governmental institutions; joint cost and by-product accounting; differential cost analysis, and Certified Public Accountant cost problems.

Blocker, John G., ESSENTIALS OF COST ACCOUNTING, SECOND EDITION, McGraw-Hill Book Company, Inc., New York, New York, 1950.

Pages: 441

Price: $4.75

Annotation:

ESSENTIALS OF COST ACCOUNTING, SECOND EDITION, is designed for a short course. This textbook stresses the managerial and supervisory phases of accounting and emphasizes budget control, flexible budgets, differential cost, analysis, distribution costs and standard distribution.

The following topics are included: fundamentals of cost control; objectives of cost accounting; cost classification and controlling accounts; accounting for production costs; job order costs; material and labor costs; standard costs; accounting for distribution and administration costs; distribution cost accounting; a special application of cost accounting and differential cost analysis. The textbook contains a wealth of questions and problem material.

Brooker, John G., ESSENTIALS OF COST ACCOUNTING, SECOND EDITION, McGraw-Hill Book Company, Inc., New York, New York, 1950.

Pages: 441

Price: $4.75

Description:

ESSENTIALS OF COST ACCOUNTING, SECOND EDITION, is designed for a short course. This textbook stresses the managerial and supervisory phases of accounting and emphasizes budget control, flexible budgets, differential cost, analysis, distribution costs and standard distribution.

The following topics are included: Fundamentals of cost control; objectives of cost accounting; cost classification and controlling accounts; accounting for production costs; job order costs; material and labor costs; standard costs; accounting for distribution and administration costs; distribution cost accounting; a special application of cost accounting and differential cost analysis. The textbook contains a wealth of questions and problem material.

Boyd, Ralph L. and Dickey, Robert L., BASIC ACCOUNTING, Rinehart & Company, New York, New York, 1949.

Pages: 687

Price: $6.00

Annotation:

BASIC ACCOUNTING is a foundation textbook designed to prepare students for the fields of engineering, law, architecture, home economics, finance, marketing, management, and commercial teaching. This textbook is so organized that it may be used for courses varying in length from one semester to two years.

The following topics are presented: nature of accounting, financial statements for business enterprises, work of the bookkeeper to accumulate financial statement data, preparing the general ledger for use in the next period, record keeping of detailed information, internal control to minimize opportunities for fraud, work of the auditor, analysis and interpretation of financial statements, cost accounting, financial control, measuring income and expense, and governmental and institutional accounting.

Boyd, Ralph L. and Dickey, Robert I., BASIC ACCOUNTING, Ronald Press Company, New York, New York, 1963.

Pages: 697

Price: $6.00

Annotation:

BASIC ACCOUNTING is a foundation textbook designed to prepare students for the fields of engineering, law, architecture, home economics, finance, marketing, management, and commercial teaching. This textbook is so organized that it may be used for courses varying in length from one semester to two years.

The following topics are presented: nature of accounting, financial statements for business enterprises, work of the bookkeeper to accumulate financial statement data, preparing the general ledger for use in the next period, record keeping of detailed information, internal control to minimize opportunities for fraud, work of the auditor, analysis and interpretation of financial statements, cost accounting, financial control, measuring income and expense, and governmental and institutional accounting.

Chamberlain, Henry T., CERTIFIED PUBLIC ACCOUNTANT COACHING COURSE, VOLUME I and VOLUME II, Prentice-Hall, Inc., New York, New York, 1950.

Pages: 298 VOLUME I

397 VOLUME II

Price: $3.75 Each

Annotation:

CERTIFIED PUBLIC ACCOUNTANT COACHING COURSE is made up in two volumes--Volume I contains the problems and questions, and Volume II the solutions and correct procedures.

Volume I contains 20 assignments. In each assignment are three problems on accounting practices, five questions on theory, and five questions on auditing. In addition each assignment contains 25 supplementary problems on accounting practice. These problems are arranged according to difficulty with each type of problem being repeated throughout the book to provide the student with constant review.

In the solutions volume a great deal of attention is given to the correct examination procedures. The examination conditions are duplicated with problems timed according to the American Institute of Accountants' Uniform Examination recommendations.

Chamberlain, Henry T., CERTIFIED PUBLIC ACCOUNTANT COACHING COURSE, VOLUME I and VOLUME II, Prentice-Hall, Inc., New York, New York, 1950.

Pages: 298 VOLUME I

397 VOLUME II

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CERTIFIED PUBLIC ACCOUNTANT COACHING COURSE is made up in two volumes--Volume I contains the problems and questions, and Volume II the solutions and correct procedures.

Volume I contains 20 assignments. In each assignment are three problems on accounting practice, five questions on theory, and five questions on auditing. In addition each assignment contains 25 supplementary problems on accounting practice. These problems are arranged according to difficulty with each type of problem being repeated throughout the book to provide the student with constant review.

In the solutions volume a great deal of attention is given to the correct examination procedures. The examination questions are duplicated with problems timed according to the American Institute of Accountants' Uniform Examination recommendations.

Chatters, Carl H. and Tenner, Irving, MUNICIPAL AND GOVERNMENTAL ACCOUNTING, SECOND EDITION, Prentice-Hall, Inc., New York, New York, 1947.

Pages: 593

Price: $6.00

Annotation:

MUNICIPAL AND GOVERNMENTAL ACCOUNTING, SECOND EDITION, is a completely revised book dealing with all phases of municipal and government accounting.

Such topics as the following are included: classification of accounts, general funds, bond funds, sinking funds, special assessment funds, utility funds, investments, general property taxes, cost accounting, and financial reports.

Problems and questions are included at the close of each chapter.

Wheldons, Carl H. and Tanner, Irvine. MUNICIPAL AND GOVERNMENTAL ACCOUNTING. SECOND EDITION. Prentice-Hall, Inc., New York, New York, 1947.

Pages: 593

Price: $5.00

Annotation:

MUNICIPAL AND GOVERNMENTAL ACCOUNTING, SECOND EDITION, is a completely revised book dealing with all phases of municipal and government accounting.

Such topics as the following are included: classification of accounts, general funds, bond funds, sinking funds, special assessment funds, utility funds, investments, general property taxes, cost accounting, and financial reports.

Problems and questions are included at the close of each chapter.

Collins, George William, INTERMEDIATE ACCOUNTING, THIRD EDITION, The Ronald Press Company, New York, New York, 1946.

Pages: 373

Price: $4.75

Annotation:

INTERMEDIATE ACCOUNTING, THIRD EDITION, is designed for students with the equivalent of one year's instruction in general accounting. This third edition emphasizes the accounting bases underlying income statements and balance sheets; discusses the financial statement stressing current practices; includes new material on bankruptcy, reorganization, recapitalization, and partnership; and illustrates the preparation of fund statements.

The fifteen lectures cover the following topics: accrual and cash basis; balance sheet; income statement; analysis of working capital; partnerships; branches; consolidated statements; installment and statutory basis; going concern and liquidation basis; and the field of accounting.

Smith, George William. INTERMEDIATE ACCOUNTING. THIRD EDITION. The Ronald Press Company. New York. New York. 1965.

Pages: 373

Price: $4.75

Annotation:

INTERMEDIATE ACCOUNTING, THIRD EDITION, is designed for students with the equivalent of one year's instruction in general accounting. This third edition emphasizes the accounting bases underlying income statements and balance sheets; discusses the financial statement expressing current practices; includes new material on bankruptcy, reorganization, reapprais-ation, and partnerships; and illustrates the preparation of fund statements.

The fifteen lectures cover the following topics: accrual and cash basis; balance sheet; income statement; analysis of working capital; partnerships; branches; consolidated statements; investment and statutory basis; going concern and liquidation basis; and the field of accounting.

Collins, George William, ACCOUNTING PROBLEMS, The Ronald Press Company, New York, New York, 1947.

Pages: 210

Price: $5.00

Annotation:

ACCOUNTING PROBLEMS consists of 200 problems designed for the student who has had two years of accounting. The problems are of two types: short problems, for class work under the instructor's supervision; and longer, more difficult problems for assigned homework.

The fifteen-lecture topics include: fundamentals, principles, and cost accounting; valuation, depreciation, amortization, and depletion; consignments; determination of net income; preparation and analysis of financial statements; working capital; liquidation, reorganization, and recapitalization; partnerships; domestic branches and consolidated statements; and estates of decedents.

Collins, George William. ACCOUNTING PROBLEMS. The Ronald Press Company, New York, New York, 1947.

Pages: 210

Price: $3.00

Information:

ACCOUNTING PROBLEMS consists of 200 problems designed for the student who has had two years of accounting. The problems are of two types: short problems, for class work under the instructor's supervision; and longer, more difficult problems for assigned homework.

The fifteen-lecture topics include: fundamentals, principles, and cash accounting; valuation, depreciation, amortization, and depletion; consignments; determination of net income; preparation and analysis of financial statements; working capital; liquidation, reorganization, and receivership; partnership; economic branches and controlled statements; and sections of journals.

Cradit, Raymond V., BOOKKEEPING FOR PERSONAL AND BUSINESS USE, VOLUME I, American Technical Society, Chicago, Illinois, 1937.

Pages: 326

Price: $2.50

Annotation:

BOOKKEEPING FOR PERSONAL AND BUSINESS USE, VOLUME I, deals with a simple explanation of records and the practical explanations of the business transactions on which the records are based. The book provides an excellent guide for business efficiency through correct interpretation of financial facts.

Such topics as the following are discussed from the personal and business use angle: present worth; cash records; trial balance and financial statements; sales discount, purchase discount, and depreciation; purchase, sales, cash receipts, cash disbursements; notes receivable, notes payable, drafts, and other business papers; adjusted journal entries, closing the ledger; and the partnership. The book contains 153 illustrations, and a section devoted to the improvement of arithmetic skill building.

Grecio, Raymond V., BOOKKEEPING FOR PERSONAL AND BUSINESS USE, VOLUME I, American Technical Society, Chicago, Illinois, 1937.

Pages: 395

Price: $2.50

Description:

BOOKKEEPING FOR PERSONAL AND BUSINESS USE, VOLUME I, deals with a simple explanation of records and the practical explanations of the business transactions on which the records are based. The book provides an excellent guide for business efficiency through correct interpretation of financial facts.

Such topics as the following are discussed from the personal and business use angle: present worth; cash records; trial balance and financial statements; sales discount, purchase discount, and depreciation; purchase, sales, cash receipts, cash disbursements; notes receivable, notes payable, drafts, and other business papers; adjusted journal entries, closing the ledger; and the partnership. The book contains 153 illustrations, and a section devoted to the improvement of architectural building.

Cradit, Raymond V., BOOKKEEPING FOR PERSONAL AND BUSINESS USE, VOLUME II, American Technical Society, Chicago, Illinois, 1947.

Pages: 212

Price: $2.75

Annotation:

BOOKKEEPING FOR PERSONAL AND BUSINESS USE, VOLUME II, deals with a simple explanation of records and the practical explanations of the business transaction on which the records are based. The book provides an excellent guide for business efficiency through correct interpretation of financial facts.

Such topics as the following are discussed from the personal and business use angle: the partnership; partnership transactions; controlling accounts; partnership records; summarizing results; the corporation; net worth; changes in corporation ownership; incorporation; the voucher system; special books of account; analyzing a balance sheet; and analyzing a profit and loss statement.

Credit: Raymond V., BOOKKEEPING FOR PERSONAL AND BUSINESS USE, VOLUME II, American Technical Society, Chicago, Illinois, 1947.

Issue: 312

Price: $2.75

Annotation:

BOOKKEEPING FOR PERSONAL AND BUSINESS USE, VOLUME II, deals with a simple explanation of records and the practical explanations of the business transaction on which the records are based. The book provides an excellent guide for business efficiency through correct interpretation of financial facts.

Such topics as the following are discussed from the personal and business use angle: the partnership; partnership transactions; controlling accounts; partnership records; evaluating results; the corporation; net worth; changes in corporation ownership; incorporation; the voucher system; special books of accounts; analyzing a balance sheet; and analyzing a profit and loss statement.

Curtis, Arthur B. and Cooper, John H., MATHEMATICS OF ACCOUNTING, THIRD EDITION, Barnes and Noble, Inc., New York, New York, 1947.

Pages: 480

Price: $6.00

Annotation:

MATHEMATICS OF ACCOUNTING, THIRD EDITION, is a book of short cuts for the busy accountant presenting methods of figuring sales, costs, profits, inventories, interest, rents, royalties, dividends, bad debts, depreciation, and obsolescence. The book is well illustrated showing the methods by which brief calculations may be made and how to prove the accuracy of such calculations.

In the first part of the book the simpler subjects of mathematics of accounting are dealt with--short methods for the accountant, verification of computations by check numbers, fractions, percentages, inventories, gross profit test, analysis of statements, commercial discounts, simple interest, equation of accounts, fundamentals of algebra, equations, logarithms, graphic presentation of statistics, and foreign exchange.

The second part of the book deals with the mathematics of investment of actuarial science--compound interest, ordinary annuities, bond and bond interest valuation, asset valuation accounts, and building and loan associations.

Gerale, Arthur E. and Cooper, John H., MATHEMATICS OF ACCOUNTING, THIRD EDITION, Harper and Brothers, Inc., New York, New York, 1957.

Pages: 480

Price: $5.00

Annotation:

MATHEMATICS OF ACCOUNTING, THIRD EDITION, is a book of short cuts for the busy accountant presenting methods of figuring sales, costs, profits, inventories, interest, rents, royalties, dividends, bad debts, depreciation, and obsolescence. The book is well illustrated showing the methods by which brief calculations may be made and how to prove the accuracy of such calculations.

In the first part of the book the simpler subjects of mathematics of accounting are dealt with--short methods for the accountant, verification of computations by check numbers, fractions, percentages, inventories, gross profit test, analysis of statements, commercial discounts, simple interest, equation of accounts, fundamentals of algebra, equations, logarithms, graphic presentation of statistics, and foreign exchange.

The second part of the book deals with the mathematics of investment of natural science--compound interest, ordinary annuities, bond and bond interest valuation, sinking fund accounts, and building and loan associations.

Dalrymple, George H. and Heiges, P. Myers, GENERAL RECORD KEEPING, SECOND EDITION, Gregg Publishing Division, McGraw-Hill Book Company, Inc., New York, New York, 1947.

Pages: 220

Price: $2.32

Annotation:

GENERAL RECORD KEEPING, SECOND EDITION, is a one-year-course book organized into work units so arranged that each unit leads naturally into the succeeding one. The method used is the personal approach. By this means the person learns first how to keep his own records as an orientation phase for learning how to keep records of the business office. The book covers the usual bookkeeping procedures.

Informal records--the student's personal bookkeeping, as well as formal records are included in the textbook.

Devine, Carl Thomas, COST ACCOUNTING AND ANALYSIS, The Macmillan Company, New York, New York, 1950.

Pages: 752

Price: $5.50

Annotation:

COST ACCOUNTING AND ANALYSIS presents the basic assumptions, limitations, and uses of cost accounting and cost analysis, stressing current uses and problems. The textbook is divided into three sections dealing with the following: principles and procedures of cost analysis; methods for cost control; and interrelated factors of output, sales pressure, and prices.

Sufficient material is offered and so arranged as to provide for flexibility of course. A one-, two-, or three-semester course may be given without disturbing the continuity of the work as set up in the textbook.

The following topics are included: elements of manufacturing accounting; departmentalization; process costing; multiple products; common costs; job costing; departmental job-order cost accounting illustrated; estimate cost systems; materials costing and control devices; pricing requisitions and profit fluctuations; accumulating and controlling labor costs; accounting for social security regulations; methods of wage calculation; basic standard costs; controlling distribution costs; profit planning; selection of plant size and type; plant shutdown and abandonment; uniform costing and ethical problems.

Davidson, Carl Thomas. COST ACCOUNTING AND ANALYSIS. The Macmillan Company, New York, New York, 1950.

Class: YCC

Price: $5.50

Annotation:

COST ACCOUNTING AND ANALYSIS presents the basic assumptions, limitations, and uses of cost accounting and cost analysis, stressing current uses and problems. The textbook is divided into three sections dealing with the following: principles and procedures of cost analysis; methods for cost control; and interpretation factors of product, sales process, and policies.

Illustrative material is offered and is arranged so as to provide for flexibility of courses. A one-, two-, or three-semester course may be given, without disrupting the continuity of the work as set up in the textbook.

The following topics are included: elements of manufacturing accounting; departmentalization; process costing; multiple production; common costs; job costing; departmental job-order cost accounting illustrated; estimate cost systems; materials control and control devices; product requisitions and profit-sharing systems; scheduling and controlling labor costs; accounting for special situations; methods of wage calculation; basic complete costs; controlling distribution costs; profit planning; selection of plant size and type; plant shutdown and turnaround; uniform costing and ethical problems.

Dohr, James L. and Inghram, Howell A., COST ACCOUNTING PRINCIPLES AND PRACTICE, THIRD EDITION, The Ronald Press Company, New York, New York, 1946.

Pages: 752

Price: $5.50

Annotation:

COST ACCOUNTING PRINCIPLES AND PRACTICE, THIRD EDITION, emphasizes the fundamental principles, processes and techniques in the treatment of all aspects of basic cost accounting.

Modern cost accounting is established as the goal and all material is presented in the light of this objective. Distinction is made between accounting control and managerial control in order that the cost procedures encountered may reflect the principles and problems of production management.

Problems are used throughout the book to provide variety and flexibility for the course.

The book is divided into four parts: Part I--Cost Accounting; Part II--Special Cost Problems; Part III--Administrative Control; and Part IV--Cost Systems.

Dohr, James L. and Indrum, Howard A., COST ACCOUNTING PRINCIPLES AND PRACTICE, THIRD EDITION, The Ronald Press Company, New York, New York, 1965.

Pages: 732

Price: $5.50

Annotation:

COST ACCOUNTING PRINCIPLES AND PRACTICE, THIRD EDITION, emphasizes the fundamental principles, procedures and techniques in the treatment of all aspects of basic cost accounting.

Modern cost accounting is established as the goal and all material is presented in the light of this objective. Distinction is made between accounting control and managerial control in order that the cost procedures encountered may reflect the principles and problems of production management.

Problems are used throughout the book to provide variety and flexibility for the course.

The book is divided into four parts: Part I--Cost Accounting; Part II--Special Cost Problems; Part III--Administrative Control; and Part IV--Cost Systems.

Elwell, Fayette H., ELEMENTARY ACCOUNTING FOR COLLEGES, Ginn and Company, Boston, Massachusetts, 1945.

Pages: 708

Price: $4.75

Annotation:

ELEMENTARY ACCOUNTING FOR COLLEGES is an up-to-date basic textbook written by an experienced teacher and practical accountant. This book emphasizes basic principles and the best accredited practices of accounting, recommended by the American Institute of Accountants and the American Accounting Association.

Such topics as the following are presented: accounting and its uses; business ownership; fundamentals in the analysis of transactions; notes and interest; accounts relating to the purchase, sale, and incorporation of a business; classification of accounts; use of special columns in books of original entry; wholesale business--partnership; new books of original entry; voucher system; corporations organization; bookkeeping requirements of the income-tax, social security, and wage-and-hour laws; sales taxes; general-ledger accounts of a manufacturing concern; insurance; statement of affairs and the deficiency account; advanced problems in partnership accounts; a manufacturing set--corporation. Questions and graded problems are given in each chapter.

Sewell, Raymond H., ELEMENTARY ACCOUNTING FOR COLLEGES, Ginn and Company, Boston, Massachusetts, 1949.

Pages: 708

Price: $4.75

Annotation:

ELEMENTARY ACCOUNTING FOR COLLEGES is an up-to-date basic textbook written by an experienced teacher and practical accountant. This book emphasizes basic principles and the best approved practices of accounting, recommended by the American Institute of Accountants and the American Accounting Association.

Such topics as the following are presented: accounting and its uses; business ownership; fundamentals in the analysis of transactions; notes and interest; accounts relating to the purchase, sale, and incorporation of a business; classification of accounts; use of special columns in books of original entry; modules of balance--particularly; new books of original entry; voucher systems; corporations organization; bookkeeping requirements of the income-tax, social security, and wage-and-hour laws; price taxes; general-ledger accounts of a manufacturing concern; insurance; statement of affairs and the deficiency account; advanced problems in partnership accounts; a manufacturing set--corporation. Questions and graded problems are given in each chapter.

Finney, H. A., PRINCIPLES OF ACCOUNTING: INTRODUCTORY, THIRD EDITION, Prentice-Hall, Inc., New York, New York, 1948.

Pages: 670

Price: $5.25

Annotation:

PRINCIPLES OF ACCOUNTING: INTRODUCTORY, THIRD EDITION, stresses the importance of a firm foundation in the basic principles of accounting. This edition includes a new chapter on accounting principles and the theory of accounting is given greater emphasis throughout the textbook.

The whole accounting cycle is presented in the first four chapters thus giving the student an opportunity to gain an insight into accounting as a whole and the interdependence of the various phases of accounting.

Suggested testing or remedial material for each chapter is included in the back of the book. Discussion questions and two types of problems are provided for each chapter.

Finney, H. A., PRINCIPLES OF ACCOUNTING: INTRODUCTORY, THIRD EDITION, Prentice-Hall, Inc., New York, 1948.

Pages: 670

Price: $5.25

Description:

PRINCIPLES OF ACCOUNTING: INTRODUCTORY, THIRD EDITION, emphasizes the importance of a firm foundation in the basic principles of accounting. This edition includes a new chapter on accounting principles and the theory of accounting is given greater emphasis throughout the textbook.

The whole accounting cycle is presented in the first four chapters thus giving the student an opportunity to gain an insight into accounting as a whole and the interdependence of the various phases of accounting.

Suggested readings or reading material material for each chapter is included in the back of the book. Discussion questions and two types of problems are provided for each chapter.

Finney, H. A. and Miller, Herbert E., PRINCIPLES OF ACCOUNTING: INTERMEDIATE, FOURTH EDITION, Prentice-Hall, Inc., New York, New York, 1951.

Pages: 976

Price: $5.75

Annotation:

PRINCIPLES OF ACCOUNTING: INTERMEDIATE, FOURTH EDITION, reflects the authors' practical accounting principles formulated during their thirty years' classroom teaching experience across the country. The authors have also included in this textbook pronouncements and recommendations from the research bulletins of the American Institute of Accountants and the revision of Accounting Concepts and Standards of the American Accounting Association.

The first six chapters provide a complete review of introductory accounting principles as a basis for the more advanced work. A new chapter is added on current ideas of statement presentation which includes sample copies of published reports. Each chapter contains problems reviewing the key points of the work in the chapter.

Finney, H. A. and Miller, Herbert F., PRINCIPLES OF ACCOUNTING: INTERMEDIATE, FOURTH EDITION, Prentice-Hall, Inc., New York, 1951.

Pages: 676

Price: $5.75

Description:

PRINCIPLES OF ACCOUNTING: INTERMEDIATE, FOURTH EDITION, reflects the authors' practical accounting principles formulated during their thirty-odd years' classroom teaching experience across the country. The authors have also included in this textbook pronouncements and recommendations from the research bulletins of the American Institute of Accountants and the revision of accounting doctrine and standards of the American Accounting Association.

The first six chapters provide a complete review of introductory accounting principles as a basis for the more advanced work. A new chapter is added on current ideas of statement presentation which includes sample copies of published reports. Each chapter contains problems involving the key points of the work in the chapter.

Finney, H. A., PRINCIPLES OF ACCOUNTING: ADVANCED, THIRD EDITION, Prentice-Hall, Inc., New York, New York, 1946.

Pages: 802

Price: $5.75

Annotation:

PRINCIPLES OF ACCOUNTING: ADVANCED, THIRD EDITION, completes this series of accounting principles under the guidance of the same author. The theory of accounting is expanded placing greater emphasis on basic principles concerning the advanced phases.

A new chapter is included on consolidated balance sheets and additional materials on mergers and financing added.

Throughout the book problems and questions are provided as an aid in crystallizing the theories and procedures of advanced accounting.

The last part of the book contains 202 questions and 291 problems correlated with the work in each chapter.

Finney, H. A., PRINCIPLES OF ACCOUNTING: ADVANCED, THIRD EDITION, Prentice-Hall, Inc., New York, 1956.

Pages: 702

Price: $5.75

Description:

PRINCIPLES OF ACCOUNTING: ADVANCED, THIRD EDITION, completes this series of accounting principles under the guidance of the same author. The theory of accounting is expanded giving practice exercise on basic principles concerning the advanced classes.

A new chapter is included on consolidated balance sheets and additional materials on mergers and financing added.

Throughout the book problems and questions are provided as an aid in crystallizing the theories and procedures of advanced accounting.

The last part of the book contains 202 questions and 291 problems correlated with the work in each chapter.

Fjeld, E. I. and Sherritt, Lawrence W., INTERMEDIATE ACCOUNTING, The Ronald Press Company, New York, New York, 1942.

Pages: 533

Price: $5.00

Annotation:

INTERMEDIATE ACCOUNTING is designed to give a thorough treatment of corporate accounting theory with its applications. The book features a concise discussion of theory, helpful charts, illustrative problems, and solutions with explanations of the theory involved. Most of the practice problems are original and are correlated with the textbook.

The following topics are presented: financial statements, the work sheet, the corporation, corporate stock, capital stock transactions, surplus and dividends, stock values, compound interest, investment, fixed assets, depreciation and depletion, fixed liabilities, reserves and funds, correction of financial statements, statement of application of funds, and profit variation statement.

Field, E. I. and Sherrick, Lawrence W. INTERMEDIATE ACCOUNTING. The Ronald Press Company, New York, New York, 1962.

Pages: 593

Price: $3.00

Source Jan:

INTERMEDIATE ACCOUNTING is designed to give a thorough treatment of corporate accounting theory with its applications. The book features a concise discussion of theory, helpful charts, illustrative problems, and solutions with explanations of the theory involved. Most of the practice problems are original and are correlated with the textbook.

The following topics are presented: financial statements, the work sheet, the corporation, corporate stock, capital stock transactions, surplus and dividends, stock values, corporate interest, investment, fixed assets, depreciation and depletion, fixed liabilities, reserves and funds, correction of financial statements, statement of application of funds, and profit variation statement.

Fjeld, E. I. and Sherritt, Lawrence W., ADVANCED ACCOUNTING, The Ronald Press Company, New York, New York, 1946.

Pages: 490

Price: $5.00

Annotation:

ADVANCED ACCOUNTING deals with the application of the principles of corporation accounting in specific situations. The first part of the book stresses such topics as installment sales, consignments, and branch accounting.

The greater part of the book is devoted to work in corporation accounting--application of theory and techniques in consolidations; receivership accounting; statement of affairs; realization and liquidation statements; and corporate reorganization.

Numerous problems with their solutions and an explanation of the theory involved are included.

Tested practice problems, closely correlated with the topics, allow for flexibility.

Nuth, S. I. and Shoemaker, Lawrence R., ADVANCED ACCOUNTING, The Ronald Press Company, New York, New York, 1960.

Pages: 490

Price: $5.00

Annotation:

ADVANCED ACCOUNTING deals with the application of the principles of corporation accounting in specific situations. The first part of the book addresses such topics as installment sales, consignments, and branch accounting.

The greater part of the book is devoted to work in corporation accounting--application of theory and techniques in consolidations; retrospective accounting; statements of affairs; realization and liquidation statements; and corporate reorganization.

Numerous problems with their solutions and an explanation of the theory involved are included.

Tested problem problems, closely correlated with the copies, allow for flexibility.

Foster, J. Rhoads and Rodey, Bernard S., Jr., PUBLIC UTILITY ACCOUNTING, Prentice-Hall, Inc., New York, New York, 1951.

Pages: 690

Price: $7.50

Annotation:

PUBLIC UTILITY ACCOUNTING gives the student of accounting and the specialist in public utility accounting a thorough understanding of the basic rules of accounting as applied to the specialized field of public utility accounting. The book is comprehensive--organized to cover each phase of public utility accounting with respect to the fundamental principles of accounting. Especially emphasized are the sections on utility accounting under regulations; plant accounting; and each of the specialized practical phases of the utility field. The textbook is well illustrated with helpful charts, graphs, and tables.

The following topics are discussed: public utilities and accountancy; utility regulations and accounting; uniform systems of accounts; books and records; cash transactions; accounts payable routine; determination of periodic income; balance sheet accounts; capital and liabilities; utility plant; work order systems; depreciation and amortization; materials and supplies; labor; transportation; taxes; operating expenses; reports and statements; consolidations; budgetary control; capital stock accounting; and preservation and destruction of records.

The book features a unique codification of accounting conventions.

Fowler, J. Alcide and Dudley, Bernard S., Jr., PUBLIC UTILITY ACCOUNTING, Pennsylvania, Inc., New York, New York, 1951.

Pages: 630

Price: $7.50

Annotation:

PUBLIC UTILITY ACCOUNTING gives the student of accountancy and the specialist in public utility accounting a thorough understanding of the basic rules of accounting as applied to the specialized field of public utility accounting. The book is comprehensive--organized to cover each phase of public utility accounting with respect to the fundamental principles of accounting. Especially emphasized are the sections on utility accounting under regulations; plant accounting; and each of the specialized practical phases of the utility field. The textbook is well illustrated with helpful charts, graphs, and tables.

The following topics are discussed: public utilities and accountancy; utility regulations and accounting; uniform systems of accounts; books and records; cash transactions; accounts payable routine; determination of periodic income; balance sheet accounts; capital and liabilities; utility plant; work order systems; depreciation and amortization; materials and supplies; labor; transportation; taxes; operating expenses; reports and statements; consolidations; subsidiary control; capital stock accounting; and preservation and destruction of records.

The book features a unique codification of accounting conventions.

Foulke, Roy A., PRACTICAL FINANCIAL STATEMENT ANALYSIS, SECOND EDITION, McGraw-Hill Book Company, Inc., New York, New York, 1950.

Pages: 675

Price: $6.00

Annotation:

PRACTICAL FINANCIAL STATEMENT ANALYSIS, SECOND EDITION, is a basic textbook and reference book designed to meet everyday business situations by describing and illustrating the techniques which will enable the investor, credit man, banker, and accountant to obtain all the important facts concerning a business. The up-to-date figures give ratios for the business by which current analysis can be easily made.

The following topics are included: background of analysis; growing importance of Arabic figures in the business world and viewpoints toward analysis; analysis of small business enterprises; internal analysis of balance sheets; comparative analysis of balance sheets, and profit and loss statements; synthesis; recent evolution in accounting theory and practice.

Freeman, M. Herbert, Hanna, J Marshall and Kahn, Gilbert, BOOKKEEPING SIMPLIFIED, Gregg Publishing Division, McGraw-Hill Book Company, Inc., New York, New York, 1953.

Pages: 496

Price: $2.96

Annotation:

BOOKKEEPING SIMPLIFIED is organized into five parts, which are divided into easy, short-learning units. These units present the fundamental elements of bookkeeping, relating them to the personal experiences of the learner. Supplementary graduated problems are available to provide for individual differences. The complete bookkeeping cycle is presented three times; new processes are added and old ones expanded with each presentation.

The text is amply illustrated--averaging one illustration per page. Color is used effectively throughout the book, and arithmetic aids are correlated with bookkeeping situations.

Fraenza, R. Hurbert, Jane, J Moreiall and John, Gilbert.
BOOKKEEPING IMPLIED. Cross Publishing Division, Northwest Hill Book Company, Inc., New York, New York, 1953.

Pages: 495

Price: $2.95

Appreciation:

BOOKKEEPING IMPLIED is organized into five parts, which are divided into many, short-learning units. These units present the fundamental elements of bookkeeping, relating them to the personal experiences of the learner. Supplementary practice problems are available to provide for individual differences. The complete bookkeeping cycle is presented three times; new processes are added and old ones expanded with each presentation.

The text is simply illustrated--averaging one illustration per page. Color is used effectively throughout the book, and arithmetic skills are correlated with bookkeeping situations.

Gillespie, Cecil, ACCOUNTING SYSTEMS: PROCEDURES AND METHODS, Prentice-Hall, Inc., New York, New York, 1951.

Pages: 856

Price: $6.75

Annotation:

ACCOUNTING SYSTEMS: PROCEDURES AND METHODS is designed to meet the needs of either a lecture and field trip course or a lecture and laboratory practice course. The functional approach is used to show how to make surveys of businesses--how to select the methods to be used, and how to make the final reports.

Such topics as order and billing, accounts receivable, sales distribution, purchasing, and payments are studied from the point of view of making the survey and determining the best system of accounting to be used. The fundamental principles studied may be applied to a variety of types and sizes of businesses. As a further aid for the student a wide selection of actual system and procedure problems are provided.

Grimsmo, Carl, ACCOUNTING SYSTEMS: PROCEDURES AND METHODS, Prentice-Hall, Inc., New York, New York, 1951.

Pages: 858

Price: $5.75

Annotation:

ACCOUNTING SYSTEMS: PROCEDURES AND METHODS is designed to meet the needs of either a lecture and field trip course or a lecture and laboratory practice course. The functional approach is used to show how to make surveys of businesses--how to select the methods to be used, and how to make the final reports.

Such topics as order and billing, accounts receivable, sales distribution, purchasing, and payments are studied from the point of view of making the survey and determining the best system of accounting to be used. The fundamental principles studied may be applied to a variety of types and sizes of businesses. As a further aid for the student a wide selection of actual system and procedure problems are provided.

Gillespie, Cecil, ACCOUNTING PROCEDURES FOR STANDARD COSTS, The Ronald Press Company, New York, 1952.

Pages: 472

Price: $7.50

Annotation:

ACCOUNTING PROCEDURE FOR STANDARD COSTS develops and illustrates the principles of three fundamental methods of operating standard costs. A manufacturing set is used as a basis for all illustrations and the entire procedure is explained.

Four specific cases are presented to illustrate the application of basic principles to actual operating situations.

The chapters on distribution costs cover the analysis, planning and control phases, and the organization of costs for use by management.

The chapter on inventories and dispostion of variances discusses balance sheet valuation problems and solutions, and the clerical economy aspects of carrying the inventories at standard value.

A wide use of problems and questions allows for flexibility.

Gillespie, Scott. ACCOUNTING PROCEDURES FOR STANDARD COSTS. The Ronald Press Company, New York, 1952.

Pages: 472

Price: $7.50

Annotation:

ACCOUNTING PROCEDURES FOR STANDARD COSTS develops and illustrates the principles of three fundamental methods of operating standard costs. A manufacturing set is used as a basis for all illustrations and the entire procedure is explained.

Four specific cases are presented to illustrate the application of basic principles to actual operating situations.

The chapters on distribution costs cover the analysis, planning and control phases, and the organization of costs for use by management.

The chapter on inventories and disposition of variances discusses various about valuation problems and solutions, and the clerical economy aspects of carrying the inventories at standard value.

A wide use of problems and questions allows for flexibility.

Goetz, Billy E., MANAGEMENT PLANNING AND CONTROL, A MANAGERIAL APPROACH TO INDUSTRIAL ACCOUNTING, McGraw-Hill Book Company, Inc., New York, New York, 1949.

Pages: 294

Price: $4.00

Annotation:

MANAGEMENT PLANNING AND CONTROL, A MANAGERIAL APPROACH TO INDUSTRIAL ACCOUNTING, stresses the use of accounting in the fields of management, industrial engineering, and cost accounting. Accounting techniques, principles, and procedures are treated in the light of the problems of management. The importance of the follow-up is emphasized.

The following topics are included: objectives of managerial accounting; premises of managerial accounting; planning problems of management; physical standards; increments and opportunities; basic pecuniary record; techniques of managerial planning; illustrative examples of managerial planning; managerial control; the building blocks of managerial planning and control; and summary and conclusions.

Goetz, Billy E., MANAGEMENT PLANNING AND CONTROL, A MANAGERIAL APPROACH TO INDUSTRIAL ACCOUNTING, McGraw-Hill Book Company, Inc., New York, New York, 1949.

Pages: 204

Price: $4.00

Annotation:

MANAGEMENT PLANNING AND CONTROL, A MANAGERIAL APPROACH TO INDUSTRIAL ACCOUNTING, stresses the use of accounting in the fields of management, industrial engineering, and cost accounting. Accounting techniques, principles, and procedures are treated in the light of the problems of management. The importance of the follow-up is emphasized.

The following topics are included: objectives of managerial accounting; premises of managerial accounting; planning problems of management; physical standards; incremental and opportunities; basic boundary record; techniques of managerial planning; illustrative examples of managerial planning; managerial control; the building blocks of managerial planning and control; and summary and conclusions.

Greidinger, B. Bernard, PREPARATION AND CERTIFICATION OF FINANCIAL STATEMENTS, The Ronald Press Company, New York, New York, 1950.

Pages: 408

Price: $6.00

Annotation:

PREPARATION AND CERTIFICATION OF FINANCIAL STATEMENTS presents a comprehensive analysis, interpretation, and clarification of current accounting and auditing problems in relation to preparing and certifying financial statements. Emphasis is placed on accepted methods of presentation and disclosure as stated in the pronouncements of the Securities Exchange Commission and the American Institute of Accountants. Considerable attention is given to such controversial subjects as depreciation and amortization; the current operating performance statement versus the all-inclusive income statement; bases and methods of inventory valuation; surplus concepts; independence of accounts; and exceptions and qualifications of accountants' certificates.

A selected number of deficient statements, rejected by the Securities Exchange Commission and later amended, are presented for critical analysis.

Overlinden, G. Gerrard. PREPARATION AND CERTIFICATION OF FINANCIAL STATEMENTS. The Ronald Press Company, New York, New York, 1950.

Pages: 408

Price: $5.00

Annotation:

PREPARATION AND CERTIFICATION OF FINANCIAL STATEMENTS presents a comprehensive analysis, interpretation, and clarification of current accounting and auditing problems in relation to preparing and certifying financial statements. Emphasis is placed on accepted methods of presentation and disclosure as stated in the pronouncements of the Securities Exchange Commission and the American Institute of Accountants. Considerable attention is given to such controversial subjects as depreciation and amortization; the current operating performance statement versus the all-inclusive income statement; bases and methods of inventory valuation; surplus concepts; independence of accounts; and exceptions and qualifications of accountants' certificates.

A selected number of deficient statements, reported by the Securities Exchange Commission and later amended, are provided for critical analysis.

The Editorial Staff, Charles R. Hadley Company, Los Angeles, California, Pathfinder Accounting Series, PAYROLL ACCOUNTING, ANALYSIS OF LAWS, McGraw-Hill Book Company, Inc., New York, New York, 1951.

Pages: 99

Price: $1.75

Annotation:

PAYROLL ACCOUNTING, ANALYSIS OF LAWS, is designed to achieve the following training objectives: to present the accounting student with an up-to-date and comprehensive knowledge of current payroll requirements and procedures; to serve as essential supplementary training when the textbook being used does not adequately cover up-to-date practices in this area; and to offer advanced training for the large number of men and women whose present experience has already given them a partial knowledge of the effect of major federal and state legislation on payroll accounting requirements and procedures.

The following topics are included: The Social Security Act; Federal Insurance Contributions Act and Federal Unemployment Tax Act; state unemployment compensation laws; Servicemen's Readjustment Act; withholding tax provisions of individual Income Tax; Federal Fair Labor Standards Act; state workmen's compensation insurance laws; preparation of both weekly and semimonthly payrolls; month-end routine of computing employer's payroll taxes and compensation insurance premium liability; and preparation of all necessary social security, unemployment insurance (federal and state), and income tax withholding returns and reports.

The Editorial Staff, Charles R. Healy Company, Los Angeles, California, Publisher Accounting Series, PAYROLL ACCOUNTING, ANALYSIS OF LAWS, McGraw-Hill Book Company, Inc., New York, New York, 1951.

Pages: 99

Price: $1.75

Annotation:

PAYROLL ACCOUNTING, ANALYSIS OF LAWS, is designed to achieve the following training objectives: to present the accounting student with an up-to-date and comprehensive knowledge of current payroll requirements and procedures; to serve as essential supplementary training when the textbook being used does not adequately cover up-to-date practices in this area; and to offer advanced training for the large number of men and women whose present experience has already given them a partial knowledge of the effect of major federal and state legislation on payroll accounting requirements and procedures.

The following topics are included: The Social Security Act; Federal Insurance Contributions Act and Federal Unemployment Tax Act; state unemployment compensation laws; Servicemen's Readjustment Act; withholding tax provisions of Individual Income Tax; Federal Fair Labor Standards Act; state workmen's compensation insurance laws; preparation of both weekly and semimonthly payrolls; month-end routine of computing employer's payroll taxes and compensation insurance premium liability; and preparation of all necessary social security, unemployment insurance (federal and state), and income tax withholding returns and reports.

Editorial Staff Charles R. Hadley Company, Los Angeles, California, Pathfinder Accounting Series, APPLIED BOOKKEEPING, THIRD EDITION, McGraw-Hill Book Company, Inc., New York, New York, 1952.

Pages: 232

Price: $3.25

Annotation:

APPLIED BOOKKEEPING, THIRD EDITION, is a complete basic course in accounting designed for training college secretarial and other business education students. A final practice set dealing with the merchandising business accompanies the text.

A series of visual aids consisting of more than 150 charts, pictographs, diagrams, standard accounting forms, and business documents aid in clarifying the usually difficult-to-teach and difficult-to-understand fundamental concepts of bookkeeping.

The type of accounting forms and records illustrated in the textbook and used in the practice set are the same as those found in actual practice.

Supplementary problems, several complete cycle problems, and ample questions for chapter reviews, discussion purposes, and remedial instruction are included.

The following topics are presented: analyzing, recording, and summarizing transactions; financial statements; controlling accounts and special journals; banking procedure; general records; payroll bookkeeping; office routine; periodic adjustments; adjusting, closing and readjusting ownership.

Editorial Staff: Charles R. Hadley Company, Los Angeles, California, Technical Accounting Series. APPLIED BOOKKEEPING, THIRD EDITION, McGraw-Hill Book Company, Inc., New York, New York, 1952.

Pages: 232

Price: $3.25

Annotation:

APPLIED BOOKKEEPING, THIRD EDITION, is a complete basic course in accounting designed for training college secretarial and other business education students. A final practice set dealing with the merchandising business accompanies the text.

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The type of accounting forms and records illustrated in the textbook and used in the practice set are the same as those found in actual practice.

Supplementary problems, several complete cycle problems, and ample questions for chapter reviews, discussion purposes, and remedial instruction are included.

The following topics are presented: analyzing, recording, and summarizing transactions; financial statements; controlling accounts and special journals; making procedures; payroll records; payroll bookkeeping; office routines; periodic adjustments; adjusting, closing and readjusting ownership.

The Editorial Staff of the Charles R. Hadley Company, Los Angeles, California, Pathfinder Accounting Series, EXECUTIVE ACCOUNTING, SIXTH EDITION, McGraw-Hill Book Company, Inc., New York, New York, 1952.

Pages: 263

Price: $3.75

Annotation:

EXECUTIVE ACCOUNTING, SIXTH EDITION, which covers accounting theory and gives a thorough training in accounting practices, procedures, and techniques, is designed as a foundation course in bookkeeping and accounting. The basic principles of debit and credit; the accounting cycle; use of daily reports; combined cash journals; and unit records of original entry are presented.

An elementary treatment is given to the partnership, and corporation; manufacturing, branch, and departmental accounting; and income tax accounting.

The numerous lifelike illustrations, unique series of interesting and educational pictographs, and cycle problems and practice sets are effective in developing individual and class interest and growth in the field of accounting.

The Editorial Staff of the Charles R. Hadley Company, Los Angeles, California, Publishers Accounting Series, ACCOUNTIVE ACCOUNTING, SIXTH EDITION, McGraw-Hill Book Company, Inc., New York, New York, 1952.

Pages: 283

Price: $3.75

Introduction:

ACCOUNTIVE ACCOUNTING, SIXTH EDITION, which covers accounting theory and gives a thorough treating in accounting practices, procedures, and techniques, is designed as a foundation course in bookkeeping and accounting. The basic principles of debit and credit; the accounting cycle; use of daily reports; combined cash journals; and mult records or original entry are presented.

An elementary treatment is given to the partnership, and corporation; manufacturing, branch, and departmental accounting; and income tax accounting.

The numerous lifelike illustrations, unique series of interesting and educational photographs, and cycle problems and practice sets are effective in developing individual and class interest and growth in the field of accounting.

Heckert, J. Brooks and Dickerson, William E., DRUG STORE ACCOUNTING, McGraw-Hill Book Company, Inc., New York, New York, 1943.

Pages: 415

Price: $5.00

Annotation:

DRUG STORE ACCOUNTING is designed to aid the smaller, independent druggist in developing his business accounting system. Accounting methods and procedures are emphasized to aid in effective and profitable management of the business.

The following topics are included in the textbook: financial statements--their nature and uses; accounting procedures and records; and control of operations.

Heckert, J. Brooks and Orkenson, William R., DRUG STORE ACCOUNTING, McGraw-Hill Book Company, Inc., New York, New York, 1943.

Pages: 415

Price: $5.00

Annotation:

DRUG STORE ACCOUNTING is designed to aid the smaller, independent druggist in developing his business accounting system. Accounting methods and procedures are emphasized to aid in effective and profitable management of the business.

The following topics are included in the textbook: financial statements--their nature and uses; accounting procedures and records; and control of operations.

Heckert, J. Brooks, BUSINESS BUDGETING AND CONTROL, The Ronald Press Company, New York, New York, 1946.

Pages: 546

Price: $5.00

Annotation:

BUSINESS BUDGETING AND CONTROL presents principles, methods and procedures for the preparation and operation of all types of budgets for large or small business concerns. There are numerous review questions and budget problems provided in the textbook for practical study.

Such topics as the following are presented in detail: purpose of the budget; basic considerations in budgeting; determination of policies; market research and analysis; products, prices, and sales methods; cost budget--objectives; distribution cost budget--method; materials and inventory budget; administrative and financial expense budget; and budget summary reports.

Heckert, J. Brooks, BUSINESS BUDGETING AND CONTROL, The Ronald Press Company, New York, 1946.

Pages: 546

Price: $5.00

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BUSINESS BUDGETING AND CONTROL presents principles, methods and procedures for the preparation and operation of all types of budgets for large or small business concerns. There are numerous review questions and budget problems provided in the textbook for practical study.

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Heckert, J. Brooks and Willson, James D., CONTROLLERSHIP - The Work of the Accounting Executive, The Ronald Press Company, New York, New York, 1952.

Pages: 645

Price: $7.50

Annotation:

CONTROLLERSHIP - The Work of the Accounting Executive presents an integrated treatment of the work of the chief accountant. Part I of the textbook deals with the overall picture of the task of the controller. Part II gives the approach and techniques used by the controller in carrying out his duties. Part III describes and illustrates reporting principles and methods used by the controller in presenting accounting and statistical data. Parts IV and V deal with the administrative and special problem aspects of the controller's work.

The textbook contains numerous illustrations selected from a wide variety of industries to show how successful practices and techniques may be used in both large and small business concerns. Problems and questions are available for teaching purposes.

Brookes, J. Brooks and Walton, James D., CONTROLLERSHIP - The Work of the Accounting Executive, The Ronald Press Company, New York, New York, 1952.

Pages: 645

Price: $7.50

Annotation:

CONTROLLERSHIP - The Work of the Accounting Executive presents an integrated treatment of the work of the chief accountant. Part I of the textbook deals with the overall picture of the task of the controller. Part II gives the approach and techniques used by the controller in carrying out his duties. Part III describes and illustrates reporting principles and methods used by the controller in presenting accounting and statistical data. Parts IV and V deal with the administrative and special problem aspects of the controller's work.

The textbook contains numerous illustrations selected from a wide variety of industries to show how successful practices and techniques may be used in both large and small business concerns. Problems and questions are available for teaching purposes.

Heckert, J. Brooks and Miner, Robert B., DISTRIBUTION COSTS, SECOND EDITION, The Ronald Press Company, New York, New York, 1953.

Pages: 386

Price: $6.50

Annotation:

DISTRIBUTION COSTS, SECOND EDITION, deals with the analysis, supervision, and control of distribution costs. In presenting each topic the basic problems are outlined and the methods and techniques which have proven successful in different types of concerns are carefully described. Illustrative material is taken from manufacturing, wholesale, and retail concerns. Significant legislation relevant to distribution costs is summarized and appraised.

Each chapter contains questions and problems pertinent to the topics included in the chapter. Part I, Analysis of Distribution Costs includes: problems and methods of distribution cost analysis; analysis of territories and size of orders, the gross profit and retail inventory methods, and contribution margin approach to distribution cost analysis. Part II, Control and Planning of Distribution Costs includes: distribution cost standards and control; control of selling expense, physical distribution expense, and distribution expense; the distribution cost budget; accounting for distribution costs; and government regulation and distribution costs.

The book contains an appendix on anti-discrimination acts and a selected bibliography.

Heubert, J. Brooks and Hiner, Robert W., DISTRIBUTION COSTS, SECOND EDITION, The Ronald Press Company, New York, New York, 1953.

Pages: 396

Price: $6.50

Annotation:

DISTRIBUTION COSTS, SECOND EDITION, deals with the analysis, apportion, and control of distribution costs. In presenting each topic the basic problems are outlined and the methods and techniques which have proven successful in different types of concerns are carefully described. Illustrative material is taken from manufacturing, wholesale, and retail concerns. Significant legislation relevant to distribution costs is summarized and appraised.

Each chapter contains questions and problems pertinent to the topics treated in the chapter. Part I, Analysis of Distribution Costs includes: problems and methods of distribution cost analysis; analysis of territories and size of orders, the gross profit and retail inventory methods, and contribution margin approach to distribution cost analysis. Part II, Control and Planning of Distribution Costs includes: distribution cost standards and control; control of selling expense, physical distribution expense, and distribution expense; the distribution cost budget; accounting for distribution costs; and government regulation and distribution costs.

The book contains an appendix on anti-discrimination acts and a selected bibliography.

Henrici, Stanley B., STANDARD COSTS FOR MANUFACTURING, McGraw-Hill Book Company, Inc., New York, New York, 1947.

Pages: 289

Price: $3.50

Annotation:

STANDARD COSTS FOR MANUFACTURING emphasizes and illustrates numerous examples of specific procedures in cost accounting. This textbook is especially designed for students of business administration and gives a step-by-step description exemplifying standard cost techniques for controlling manufacturing expense and simplifying cost accounting procedures.

The following topics are included: the concept of standard costs; developing the standard cost system; setting standards for direct and indirect labor; setting standards for materials; setting standards for maintenance and other services; setting standards for fuel and power; applying for standards to operations; introduction to variance analysis; variances in labor costs, materials, service, and overhead costs; budgets; application of supervisors' incentive plans; and miscellaneous features.

Benrud, Stanley E., STANDARD COSTS FOR MANUFACTURING, McGraw-Hill Book Company, Inc., New York, 1947.

Pages: 539

Price: $3.50

Annotation:

STANDARD COSTS FOR MANUFACTURING emphasizes and illustrates numerous examples of specific procedures in cost accounting. This textbook is especially designed for students of business administration and gives a step-by-step description exemplifying standard cost techniques for controlling manufacturing expense and simplifying cost accounting procedures.

The following topics are included: the concept of standard cost; developing the standard cost system; setting standards for direct and indirect labor; setting standards for materials; setting standards for maintenance and other services; setting standards for fuel and power; applying for standards to operations; introduction to variance analysis; variances in labor costs, materials, service, and overhead costs; budgets; application of supervisors' incentive plans; and miscellaneous features.

Himmelblau, David, VOLUME I: FUNDAMENTALS OF ACCOUNTING, FOURTH EDITION, The Ronald Press Company, New York, New York, 1950.

Pages: 267

Price: $3.50

Annotation:

VOLUME I: FUNDAMENTALS OF ACCOUNTING, FOURTH EDITION, assumes no prior knowledge of bookkeeping and covers the complete accounting cycle in its simplest form. The application of the fundamental principles of accounting are illustrated by the use of a trading type of business such as the single proprietorship or partnership. The emphasis throughout the book is on practical application. Each chapter contains a class exercise to aid in "fixing" the more difficult phases of the technical work. Diagrams, charts, and illustrated problems provide an aid for visualizing the accounting concepts and tracing the flow of accounts.

Some of the topics covered in the textbook include: basic concepts; journalizing and posting; the trial balance; classification of accounts; the work sheet and simple financial statements; merchandise accounts and records; adjusting entries; closing the books; locating errors; and accounting for non-trading organizations.

Himmelblau, David. VOLUME I: FUNDAMENTALS OF ACCOUNTING. FOURTH EDITION. The Ronald Press Company, New York. New York, 1950.

Pages: 207

Price: $3.50

Annotation:

VOLUME I: FUNDAMENTALS OF ACCOUNTING, FOURTH EDITION, assumes no prior knowledge of bookkeeping and covers the complete accounting cycle in its simplest form. The application of the fundamental principles of accounting are illustrated by the use of a trading type of business such as the single proprietorship or partnership. The emphasis throughout the book is on practical application. Each chapter contains a final exercise to aid in "tying" the more difficult phases of the technical work. Diagrams, charts, and illustrated problems provide an aid for visualizing the accounting concepts and tracing the flow of accounts.

Some of the topics covered in the textbook include: basic concepts; journalizing and posting; the trial balance; classification of accounts; the work sheet and simple financial statements; miscellaneous accounts and records; adjusting entries; closing the books; locating errors; and accounting for non-trading organizations.

Himmelblau, David, VOLUME II: PRINCIPLES OF ACCOUNTING, FOURTH EDITION, The Ronald Press Company, New York, New York, 1952.

Pages: 302

Price: $3.50

Annotation:

VOLUME II: PRINCIPLES OF ACCOUNTING, FOURTH EDITION, is designed for the second term's work and covers the corporate form of organization. The accounting problems encountered in a manufacturing concern; and record-keeping systems of large businesses are presented in detail. The textbook emphasizes practical application. Each chapter contains a class exercise which provides an opportunity to "fix" the more difficult phases of the technical work. Diagrams, charts, and illustrated problems are provided as an aid in visualizing accounting concepts and tracing the flow of accounts.

Some of the topics included in the textbook are: corporations; the voucher system; records for a large business; prorating expenditures; the factory ledger system; procedures for bond issues; capital versus revenue expenditures; inventories of a manufacturing business; and control through accounts.

Hermanson, David. VOLUME II: PRINCIPLES OF ACCOUNTING, FOURTH EDITION. Ronald Press Company, New York, New York, 1972.

Pages: 302

Price: $3.50

Annotation:

VOLUME II: PRINCIPLES OF ACCOUNTING, FOURTH EDITION, is designed for the second terms work and covers the corporate form of organization. The accounting problems encountered in a manufacturing concern; and record-keeping systems of large business are presented in detail. The textbook emphasizes practical application. Each chapter contains a class exercise which provides an opportunity to "fix" the more difficult phases of the technical work. Diagrams, charts, and illustrated problems are provided as an aid in visualizing accounting concepts and tracing the flow of accounts.

Some of the topics included in the textbook are: corporations; the voucher system; records for a large business; preparing expenditures; the factory ledger system; procedures for bond issues; capital versus revenue expenditures; inventories of a manufacturing business; and control through accounts.

Holmes, Arthur W. and Meier, Robert A., ELEMENTARY ACCOUNTING, Richard D. Irwin, Inc., Homewood, Illinois, 1949.

Pages: 842

Price: $5.75

Annotation:

ELEMENTARY ACCOUNTING is a modern basic accounting textbook which adheres to the accepted standards of accounting as set forth by the American Institute of Accountants.

Ample introductory material is included for departmental accounting, consolidated financial statements, corporate bonds, cash, receivables, and fixed assets. The problem material emphasizes the periodic computation of business income.

Three practice sets which involve the application of accounting theory and practice are included in the book. The textbook also includes the following topics: fundamental concepts; business organization and procedure; bills of exchange; banking; taxes based upon payroll; controlling accounts; special journals and records; sales tax; voucher system; corporation bonds; theory and practice of accounting valuation and income determination; departmental accounting; manufacturing accounting; cost accounting; accounting for sales branches; and statement analysis.

Holmes, Arthur W. and Meier, Robert A., ELEMENTARY ACCOUNTING, Richard D. Irwin, Inc., Homewood, Illinois, 1965.

Pages: 843

Price: $5.75

Annotation:

ELEMENTARY ACCOUNTING is a modern basic accounting textbook which adheres to the accepted standards of accounting as set forth by the American Institute of Accountants.

Ample introductory material is included for departmental accounting, consolidated financial statements, corporate bonds, cash, receivables, and fixed assets. The problem material emphasizes the periodic computation of business income.

Three practice sets which involve the application of accounting theory and practice are included in the book. The textbook also includes the following topics: fundamental concepts; business organization and procedure; bills of exchange; banking; cases based upon payroll; controlling accounts; special journals and records; sales tax; voucher system; corporation bonds; theory and practice of accounting valuation and income determination; departmental accounting; manufacturing accounting; cost accounting; accounting for sales branches; and statement analysis.

Holmes, Arthur W. and Meier, Robert A., INTERMEDIATE ACCOUNTING, Richard D. Irwin, Inc., Homewood, Illinois, 1949.

Pages: 894

Price: $5.75

Annotation:

INTERMEDIATE ACCOUNTING reviews ELEMENTARY ACCOUNTING by the same authors and gives complete treatment to factory costs and working sheets for manufacturing concerns not using cost system. Like the first-year book, it adheres to the pronouncements of the American Institute of Accountants. It provides integrated problems and questions.

The following topics are included: review of accounting procedure; factory costs; income determination and accounting valuation; consignments; installment selling; compound interest and actuarial science; investments; depreciation and depletion; appraisals; funds and reserves; statement of application of funds; analysis of financial statements; and review problems.

Holmes, Arthur W. and Mills, Robert A., INTERMEDIATE ACCOUNTING, Richard D. Irwin, Inc., Homewood, Illinois, 1969.

Pages: 834

Price: $5.75

Annotation:

INTERMEDIATE ACCOUNTING reviews ACCOUNTING by the same authors and gives complete treatment to factory costs and working sheets for manufacturing concerns not using cost systems. Like the first-year book, it adheres to the pronouncements of the American Institute of Accountants. It provides integrated problems and questions.

The following topics are included: review of accounting procedures; factory costs; income determination and accounting valuation; contingencies; installment selling; compound interest and actuarial science; investments; depreciation and depletion; appraisals; funds and reserves; statement of application of funds; analysis of financial statements; and review problems.

Holmes, Arthur W. and Meier, Robert A., ADVANCED ACCOUNTING, Richard D. Irwin, Inc., Homewood, Illinois, 1950.

Pages: 735

Price: $5.75

Annotation:

ADVANCED ACCOUNTING contains material usually covered in the third year accounting with emphasis on managerial aspects. Each chapter contains carefully selected and graduated problems and questions of the type usually covered in uniform Certified Public Accountant examinations.

The following titles are included: agencies and branches; corporate financing in consolidations and mergers; consolidated balance sheets; income and surplus statements; foreign exchange; partnership organization; changes in personnel; liquidation; venture accounting; receiverships; statements of affairs; realization, and liquidation; estates and trusts; estate and trust accounting; governmental accounting; insurance accounting for the insured; budgets, and review problems.

Holmes, Arthur W. and Muler, Robert A., ADVANCED ACCOUNTING, Richard D. Irwin, Inc., Homewood, Illinois, 1950.

Score: 7.5

Value: $5.75

Annotation:

ADVANCED ACCOUNTING contains material usually covered in the third year accounting with emphasis on managerial aspects. Each chapter contains carefully selected and graduated problems and questions of the type usually covered in uniform certified Public Accountant examinations.

The following titles are included: agencies and branches; corporate financing in combinations and mergers; consolidated balance sheets; income and surplus statements; foreign exchange; partnership organization; changes in personnel; liquidation; venture accounting; receiverships; statements of affairs; realization, and liquidation; estates and trusts; estate and trust accounting; governmental accounting; insurance accounting for the insured; budgets, and review problems.

Jackson, P. R., ELEMENTARY COLLEGE ACCOUNTING, Barnes & Noble, Inc., New York, New York, 1949.

Pages: 303

Price: $3.60

Annotation:

ELEMENTARY COLLEGE ACCOUNTING presents every principle and procedure needed to keep an ordinary set of accounting records. All major tax questions, payroll accounting, compensation, and maintaining records of payroll checks are presented and discussed.

Topics covered in the book include: debit and credit; income and expense accounts, journalizing, and the accounting style; vouchers; cash and bank transactions; notes, drafts, and trade acceptances; adjustment procedures; adjusting and closing procedures; work sheets; and financial statements.

Jackson, J. Hugh, ACCOUNTING PRINCIPLES, THIRD EDITION, McGraw-Hill Book Company, Inc., New York, New York, 1951.

Pages: 594

Price: $5.75

Annotation:

ACCOUNTING PRINCIPLES, THIRD EDITION, is a first-year university or college course in accounting containing thirty chapters, and covering the customary accounting topics as well as the following: payroll accounting, voucher system expense distribution, tax accounting, the retail method, budgeting and executive control. Each chapter is followed by questions and problems for discussion.

The following topics are covered in the textbook: special journals; account classification and control; special records of original entry; departmental accounting; manufacturing accounting: cost records, statements; voucher system; expense distribution; consignments; installment and branch accounting; the retail method of inventory; budgeting and executive control; and tax accounting.

Jackson, G. Hugh, ACCOUNTING PRINCIPLES, THIRD EDITION, McGraw-Hill Book Company, Inc., New York, New York, 1951.

Pages: 600

Price: $5.75

Annotation:

ACCOUNTING PRINCIPLES, THIRD EDITION, is a first-year university or college course in accounting containing thirty chapters, and covering the accounting topics as well as the following: payroll accounting, voucher system expense distribution, tax accounting, the retail method, budgeting and executive control. Each chapter is followed by questions and problems for discussion.

The following topics are covered in the textbook: special journals; account classification and control; capital records of private entry; departmental accounting; merchandising accounting; cash receipts, disbursements; voucher system; expense distribution; accruals; investment and branch accounting; the retail method of inventory; budgeting and executive control; and tax accounting.

Jackson, J. Hugh, ELEMENTS OF ACCOUNTING, THIRD EDITION, McGraw-Hill Book Company, Inc., New York, New York, 1952.

Pages: 334

Price: $4.25

Annotation:

ELEMENTS OF ACCOUNTING, THIRD EDITION, is a one-semester terminal course for vocational students, designed to present the necessary fundamentals of accounting theory and practice necessary for the training of college secretarial, business administration, pre-law, pre-medical, and engineering students.

The textbook which contains the first 16 chapters of ACCOUNTING PRINCIPLES by the same author, emphasizes accounting as a practical tool of control for business management.

The textbook, workbook, and laboratory material are so co-ordinated that several groups of students may be combined in one class to cover lesson assignments and class discussions and then be separated into various groups for further training according to specific requirements for each group.

The following unusual topics are included: Payroll Tax Accounting--payroll withholding, federal and state old-age annuity and unemployment compensation, provisions of Federal Fair Labor Standards Act, and state workmen's compensation insurance laws.

Jackson, J. Hugh. ELEMENTS OF ACCOUNTING, THIRD EDITION. McGraw-Hill Book Company, Inc., New York, New York, 1952.

Pages: 334

Price: $4.25

Annotation:

ELEMENTS OF ACCOUNTING, THIRD EDITION, is a one-semester terminal course for vocational students, designed to present the necessary fundamentals of accounting theory and practice necessary for the training of college secretarial, business administration, pre-law, pre-medical, and engineering students.

The textbook which contains the first 16 chapters of ACCOUNTING PRINCIPLES by the same author, emphasizes accounting as a practical tool of control for business management.

The textbook, workbook, and laboratory material are so co-ordinated that several groups of students may be combined in one class to cover lesson assignments and class discussions and then be separated into various groups for further training according to specific requirements for each group.

The following unusual topics are included: Payroll Tax Accounting--payroll withholding, federal and state old-age annuity and unemployment compensation, provisions of federal fair labor standards act, and state workmen's compensation insurance laws.

Johnson, Arnold W., ELEMENTARY ACCOUNTING, Rinehart & Company, New York, New York, 1946.

Pages: 842

Price: $6.00

Annotation:

ELEMENTARY ACCOUNTING is designed for use in a first-year course in principles of accounting. The textbook includes many problems and cases developed for classroom and laboratory use. The worksheet is used wherever practicable. Sole proprietorships, partnerships, corporations, depreciation, depletion, manufacturing, and valuation problems are thoroughly discussed in particular chapters.

Practice sets covering proprietorships, partnerships, and manufacturing corporations are available which may be used with any textbook in the field of elementary accounting.

Jones, Arnold W., ELEMENTARY ACCOUNTING, Ronald Press Company, New York, New York, 1944.

Pages: 842

Price: $5.00

Annotation:

ELEMENTARY ACCOUNTING is designed for use in a first-year course in principles of accounting. The textbook includes many problems and cases developed for classroom and laboratory use. The workbook is used wherever practicable. Sole proprietorships, partnerships, corporations, depreciation, depletion, consolidating, and valuation problems are thoroughly discussed in particular chapters.

Practice sets covering proprietorships, partnerships, and consolidating corporations are available which may be used with any textbook in the field of elementary accounting.

Johnson, Arnold W., INTERMEDIATE ACCOUNTING, Rinehart & Company, New York, New York, 1947.

Pages: 778

Price: $6.00

Annotation:

INTERMEDIATE ACCOUNTING, the second of a three-volume series, is designed for use in a second-year accounting course. The textbook includes complete chapters dealing with valuations attendant upon inventories, securities, depreciation and depletion of fixed assets, and accounting for goodwill.

The subject matter comprises: single entry, cash and accounts receivable; valuation of inventories, installment sales and unfinished contracts; consignments; actuarial science; bond valuation; amortization of discount and premium on long-term bond investments; valuation of security investments; insurance; depreciation; depletion; valuation of fixed assets; goodwill; bonds payable; capital stock; surplus and reserves; income determination and measurement; financial statements; statement of source and application of funds; analysis of variation in profits--ratios; and budgeting.

Johnson, Arnold W., INTERMEDIATE ACCOUNTING, Michaels & Company, New York, New York, 1947.

Pages: 778

Price: $5.00

Annotation:

INTERMEDIATE ACCOUNTING, the second of a three-volume series, is designed for use in a second-year accounting course. The textbook includes complete chapters dealing with valuations attendant upon investments, securities, depreciation and depletion of fixed assets, and accounting for goodwill.

The subject matter comprises: single entry, cash and accounts receivable; valuation of inventories, installment sales and unfinished contracts; consignments; actuarial analyses; bond valuation; amortization of discount and premium on long-term bond investments; valuation of security investments; insurance; depreciation; depletion; valuation of fixed assets; goodwill; bonds payable; capital stock; surplus and reserves; income determination and measurement; financial statements; statement of source and application of funds; analysis of variation in profits--ratios; and budgeting.

Johnson, Arnold W., ADVANCED ACCOUNTING, Rinehart & Company, New York, New York, 1948.

Pages: 499

Price: $5.25

Annotation:

ADVANCED ACCOUNTING is the third book in a three-volume coordinated series of accounting texts by the same author. This textbook emphasizes those specialized complex accounting problems likely to be encountered by the active and prospective professional accountant. Particular attention is given to problems which are attendant to the dissolution of partnerships; valuation problems; problems relating to the preparation of consolidated balance sheets; profit and loss statements, and surplus statements; and to principles and financial statements of receivership and fiduciary accounting.

Such topics as the following are included: partnerships and problems of dissolution; joint ventures; home office and domestic branch accounting; consolidated balance sheets; profit and loss, and surplus statements; foreign branches and subsidiaries; consolidation and mergers; statements for financing and capital readjustments; statements of affairs; receivership, estate and trusts.

Johnson, Arnold M., ADVANCED ACCOUNTING, Ronald Press Company, New York, New York, 1964.

Pages: 490

Price: $6.25

Description:

ADVANCED ACCOUNTING is the third book in a three-volume specialized series of accounting texts by the same author. This textbook emphasizes these specialized complex accounting problems likely to be encountered by the active and prospective professional accountant. Particular attention is given to problems which are attendant to the dissolution of partnerships; valuation problems; problems relating to the preparation of consolidated balance sheets; profit and loss statements, and surplus statements; and to principles and financial statements of receiverships and fiduciary accounting.

Such topics as the following are included: partnerships and problems of dissolution; joint ventures; home office and branch accounting; consolidated balance sheets; profit and loss, and surplus statements; foreign branches and subsidiaries; consolidation and merger; statements for financing and capital readjustments; statements of affairs; receiverships, estate and trusts.

Karrenbrock, Wilbert E. and Simons, Harry, INTERMEDIATE ACCOUNTING, South-Western Publishing Company, New Rochelle, New York, 1949.

Pages: 608

Price: $4.75

Annotation:

INTERMEDIATE ACCOUNTING, the first volume in the revision of ADVANCED ACCOUNTING by Noble, Karrenbrock, and Simons, correlates with ACCOUNTING PRINCIPLES by Noble, and can be used to follow any course in accounting principles. This textbook gives a thorough, quick review of accounting principles, a generous supply of problems, and special attention to inventory valuations, fixed-asset revaluations, sales and payroll taxes, and other contemporary problems.

The following topics are included: accounting statements and processes; cash and temporary investments; receivables; inventories--general valuation procedures; estimating procedures in valuation; investments; plant and equipment--cost and depreciation; revaluations; capital stock; surplus; errors and their correction; statement analysis--use of comparative data, special ratios and measurements; statement of application of funds; and cost accounting.

New illustrative statements of several well-known corporations are given in the appendix.

Kaufmann, Wilbert E. and Simons, Henry. INTERMEDIATE ACCOUNTING. South-Western Publishing Company, New Rochelle, New York, 1949.

Price: 308

Pages: 44.75

Approach:

INTERMEDIATE ACCOUNTING, the first volume in the revision of ADVANCED ACCOUNTING by Noble, Kaufmann and Simons, corresponds with ACCOUNTING PRINCIPLES by Noble, and can be used to follow any course in accounting principles. This textbook gives a thorough, quick review of accounting principles, a generous supply of problems, and special attention to inventory valuations, fixed-asset revaluations, sales and payroll taxes, and other contemporary problems.

The following topics are included: accounting statements and processes; cash and temporary investments; receivables; inventories--general valuation procedures; estimating procedures in valuation; investments; plant and equipment--cost and depreciation; revaluations; capital stock; surplus; errors and their correction; statement analysis--use of comparative data, special ratios and measurements; statement of application of funds; and cost accounting.

Non illustrative statements of several well-known corporations are given in the appendix.

Karrenbrock, Wilbert E. and Simons, Harry, ADVANCED ACCOUNTING, South-Western Publishing Company, New Rochelle, New York, 1949.

Pages: 600

Price: $5.00

Annotation:

ADVANCED ACCOUNTING, a revision of the last half of ADVANCED ACCOUNTING by Noble, Karrenbrock, and Simons, is designed to follow INTERMEDIATE ACCOUNTING. It is a completely rewritten textbook which contains new problems and all previous materials brought up to date.

This textbook gives ample problem material, affording the use of alternate problems in alternate years, with special attention to contemporary problems and new illustrative statements in the appendix.

The following titles are included: partnership formation, operation, dissolution, and liquidation; joint ventures; installment sales; consignments; agency and branch accounts; corporate combination--the consolidated balance sheet and profit and loss statement; governmental accounting and consolidations; the statement of affairs; receivership accounting for estates and trusts; compound interest; and problems.

Barnhart, Albert E. and Simons, Harry, ADVANCED ACCOUNTING, South-Western Publishing Company, New Rochelle, New York, 1949.

Pages: 300

Price: $5.00

Annotation:

ADVANCED ACCOUNTING, a revision of the last half of ADVANCED ACCOUNTING by Noble, Barnhart, and Simons, is designed to follow INTERMEDIATE ACCOUNTING. It is a completely rewritten textbook which contains new problems and all previous material brought up to date.

This textbook gives ample problem material, affording the use of alternate problems in alternate years, with special attention to contemporary problems and new illustrative statements in the appendix.

The following titles are included: partnership formation, operation, dissolution, and liquidation; joint venture; installment sales; consignments; agency and branch accounts; corporate combination--the consolidated balance sheet and profit and loss statement; governmental accounting and consolidations; the statement of affairs; receivership accounting for estates and trusts; compound interest; and problems.

Kennedy, Ralph D. and McMullen, Stewart Y., FINANCIAL STATEMENTS - FORMS, ANALYSIS, AND INTERPRETATION, REVISED EDITION, Richard D. Irwin, Inc., Homewood, Illinois, 1952.

Pages: 600

Price: $6.00

Annotation:

FINANCIAL STATEMENTS - FORMS, ANALYSIS, AND INTERPRETATION, REVISED EDITION, deals with the constructions and the analysis and interpretation of financial statements. Accounting data is analyzed to determine whether financial or operating policies, and methods or practices should be maintained or changed.

Part I explains the form, content and general principles governing the construction of financial statements of commercial and industrial companies, and discusses the asset valuation and income-determination problems of such companies.

Part II discusses working capital, standard ratios, individual financial statement ratios, also methods for analyzing and interpreting financial and operating data.

Part III summarizes the fundamental principles of consolidated financial statements; analyzes and interprets financial statements; explains financial statement items; and discusses methods and devices used in analyzing and interpreting the financial and operating data.

A supplementary pamphlet containing questions and problems is available with the text.

Kennedy, Ralph D., and McMullen, Stewart Y., FINANCIAL STATEMENTS - FORMS, ANALYSIS, AND INTERPRETATION, REVISED EDITION. Richard D. Irwin, Inc., Homewood, Illinois, 1962.

Price: $8.00

Pages: 66

Publication:

FINANCIAL STATEMENTS - FORMS, ANALYSIS, AND INTERPRETATION, REVISED EDITION, deals with the core functions and the analysis and interpretation of financial statements. Accounting data is analyzed to determine whether financial or operating policies, and methods or practices should be maintained or changed.

Part I explains its form, content and general principles governing the construction of financial statements of commercial and industrial companies, and discusses the asset valuation and income-determination problems of such companies.

Part II discusses working capital, standard ratios, and other financial problem ratios, also methods for analyzing and interpreting financial and operating data.

Part III examines the fundamental principles of consolidated financial statements; analyzes and interprets financial statements; explains financial statement items; and discusses methods and devices used in analyzing and interpreting the financial and operating data.

A supplementary problem containing questions and problems is available with the text.

Kester, Roy B., ADVANCED ACCOUNTING, FOURTH EDITION, The Ronald Press Company, New York, New York, 1946.

Pages: 796

Price: $5.50

Annotation:

ADVANCED ACCOUNTING, FOURTH EDITION, is designed for the second year's work in accounting and deals with accounting and financial problems of the corporation. Emphasis is placed on the fundamental principles of financial and operating statements. The textbook contains thirty-five forms and charts to aid in visualizing the accounting concepts presented.

Such topics as the following are presented: accounting principle--item content of balance sheet; the statement of income operations; cash and marketable securities; fixed assets and income operations--depreciation; the record of depreciation and its interpretation; stock--its presentation on the balance sheet; consolidated balance sheet--on date of acquisition; consolidated working papers and statements; and reading the balance sheet.

An appendix of problems correlated with the text is provided.

Masters, Max G., ADVANCED ACCOUNTING, FOURTH EDITION, The Ronald Press Company, New York, New York, 1960.

Pages: 795

Price: $5.50

Appreciation:

ADVANCED ACCOUNTING, FOURTH EDITION, is designed for the second course's work in accounting and deals with accounting and financial problems of the corporation. Emphasis is placed on the fundamental principles of financial and operating statements. The textbook contains thirty-five forms and charts to aid in visualizing the accounting concepts presented.

Such topics as the following are presented: Accounting principle--item content of balance sheet; the assessment of income operations; cash and marketable securities; fixed assets and income operations--depreciation; the recors of depreciation and its treatment; stock--its presentation on the balance sheet; consolidated balance sheet--on date of acquisition; consolidated working papers and statements; and reading the balance sheet.

An appendix of problems correlated with the text is provided.

Kohler, E. L., ADVANCED ACCOUNTING PROBLEMS AND SOLUTIONS, SECOND EDITION, Prentice-Hall, Inc., New York, New York, 1947.

Pages: 300 PROBLEMS

569 SOLUTIONS

Price: $3.75 PROBLEMS

$4.50 SOLUTIONS

Annotation:

ADVANCED ACCOUNTING PROBLEMS AND SOLUTIONS, SECOND EDITION, is designed especially for Certified Public Accountant coaching classes and for students who desire more advanced work in accounting.

The author places a great deal of emphasis on essentials; and stresses the need for concise and specific solutions to all problems.

The solutions for all problems are presented in logical, step-by-step order. Ample explanatory pointers are included to bring out the underlying principles involved, and to high light pertinent facts that should be thoroughly mastered by the learner.

Kohler, E. L., ADVANCED ACCOUNTING PROBLEMS AND SOLUTIONS, SECOND EDITION, Prentice-Hall, Inc., New York, 1947.

Pages: 300 PROBLEMS

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The solutions for all problems are presented in logical, step-by-step order. Ample explanatory pointers are included to bring out the underlying principles involved, and to highlight pertinent facts that should be thoroughly mastered by the learner.

Lang, Theodore, McFarland, Walter B. and Schiff, Michael, COST ACCOUNTING, The Ronald Press Company, New York, New York, 1953.

Pages: 741

Price: $6.00

Annotation:

COST ACCOUNTING is designed for the student who expects to enter business, industry, or to become an accountant. The book contains extensive discussions on the standard costs, forward planning, and comparative cost analysis. A wide use is made of forms, charts, and illustrative examples. Each chapter is provided with problems and review questions.

Such topics as the following are presented and discussed in some detail: nature and scope of cost accounting; financial accounting of a manufacturing business; the manufacturing cycle; basic cost records; cost classifications; process costs, material control--ordering and receiving, storing and issuing; payroll accounting; labor costs; accumulation of manufacturing overhead; job order costs; estimated costs; by-product and joint product costs; budgets; cost reports and statements; distribution costs, profit planning; and comparative costs for managerial decision problems.

Lang, Theodore, Mayfield, Walter E. and Zohlit, Michael.
COST ACCOUNTING. The Ronald Press Company. New York.
New York, 1953.

Pages: 744

Price: $5.00

Description:

COST ACCOUNTING is designed for the students who expects to enter business, industry, or to become an accountant. The book contains extensive discussions on the standard costs; factory planning, and comparative cost analysis. A wide use is made of forms, charts, and illustrative examples. Each chapter is provided with problems and review questions.

Such topics as the following are presented and discussed in more detail: nature and scope of cost accounting; financial accounting of a manufacturing business; the manufacturing cycle; basic cost records; cost classifications; process costs, material control-ordering and receiving, storing and issuing; payroll accounting; labor costs; accumulation of manufacturing overhead; job order costs; estimated costs; by-product and joint product costs; budgets; cost reports and statements; distribution costs, profit planning; and comparative costs for managerial decision problems.

Lawrence, W. B., COST ACCOUNTING, THIRD EDITION, Prentice-Hall, Inc., New York, New York, 1946.

Pages: 606

Price: $6.00

Annotation:

COST ACCOUNTING, THIRD EDITION, develops cost accounting through four steps: departmental costs, unit costs, process costs, and job costs. Principles basic to all cost accounting procedures are stressed. Standard costs are introduced through estimating cost systems, and through the use of budgets. One chapter is devoted to variances from standards with formulas for calculations.

The teaching aids include 135 problems, 24 of which are adapted or taken directly from the American Institute Examinations. The textbook contains a helpful bibliography.

Lawrence, W. B., COST ACCOUNTING, THIRD EDITION, Prentice-Hall, Inc., New York, New York, 1946.

Pages: 606

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Annotation:

COST ACCOUNTING, THIRD EDITION, develops cost accounting through four steps: departmental costs, unit costs, process costs, and job costs. Principles basic to all cost accounting procedures are stressed. Standard costs are introduced through estimating cost systems, and through the use of budgets. One chapter is devoted to variances from standards with formulas for calculations.

The teaching aids include 135 problems, 24 of which are adapted or taken directly from the American Institute Examinations. The textbook contains a helpful bibliography.

Lawrenson, Ernest, INSURANCE AGENCY ACCOUNTING, Barnes & Noble, Inc., New York, New York, 1949.

Pages: 112

Price: $3.95

Annotation:

INSURANCE AGENCY ACCOUNTING covers the complete accounting function of an insurance agency from the setting up of simple records through the scores of every-day problems that arise in the agent's and broker's work. The book is written in down-to-earth language and deals with the practical side of accounting from the insurance agent's point of view. The main purpose is to show how to improve agency organization with a minimum of effort.

Each topic is completely discussed in one place and indexed for easy reference. Complete exhibits of actual insurance agency records are reproduced to illustrate how to determine the true financial condition of an agency. Every procedure and idea presented in the textbook is a product of practical experience.

Lawrenson, Bruce. INSURANCE AGENCY ACCOUNTING. Barnes & Noble, Inc., New York, New York, 1969.

Pages: 112

Price: $3.50

Description:

INSURANCE AGENCY ACCOUNTING covers the complete accounting function of an insurance agency from the setting up of simple records through the scores of every-day problems that arise in the agency's and broker's work. The book is written in down-to-earth language and deals with the practical side of accounting from the insurance agent's point of view. The main purpose is to show how to improve agency organization with a minimum of effort.

Each topic is concisely discussed in one place and indexed for easy reference. Complete exhibits of actual insurance agency records are reproduced to illustrate how to describe the same financial condition of an agency. Every procedure and idea presented in the textbook is a product of practical experience.

Lewis, Edwin J., CONSOLIDATED STATEMENTS, The Ronald Press Company, New York, New York, 1942.

Pages: 494

Price $6.00

Annotation:

CONSOLIDATED STATEMENTS deals with the principles and methods of consolidation, the construction of working papers, and the inter-relationships involved in corporate accounts. Considerable attention is given to foreign subsidiaries, multi-company consolidations, and short-cut methods for solving problems. Many working papers and excerpts from statements are reproduced in order to visualize the application of principles to concrete situations and to illustrate current practices.

Topics considered in the textbook include: group statements; totally-held subsidiaries; parent company accounting; unrealized intercompany profit; changes in the subsidiary's capital stock structure; reciprocal and circular stockholdings; analysis of goodwill and surplus from consolidation; foreign subsidiaries; and formal consolidation records.

Lewis, Edwin J., CONSOLIDATED STATEMENTS, The Ronald Press Company, New York, New York, 1962.

Pages: 400

Price: $6.00

Annotation:

CONSOLIDATED STATEMENTS deals with the principles and methods of consolidation, the construction of working papers, and the inter-relationships involved in corporate accounts. Considerable attention is given to foreign subsidiaries, multi-company consolidations, and short-cut methods for solving problems. Many working papers and excerpts from statements are reproduced in order to vitalize the application of principles to concrete situations and to illustrate current practices.

Topics considered in the textbook include: group statements; partly-held subsidiaries; parent company accounting; unrealized intercompany profit; changes in the subsidiary's capital stock structure; reciprocal and circular stockholdings; analysis of goodwill and surplus from consolidation; foreign subsidiaries; and final consolidation records.

MacFarland, George A. and Ayars, Robert D., ACCOUNTING FUNDAMENTALS, SECOND EDITION, McGraw-Hill Book Company, Inc., New York, New York, 1947.

Pages: 759

Price: $5.50

Annotation:

ACCOUNTING FUNDAMENTALS, SECOND EDITION, is designed for use in a full-year elementary accounting course. The textbook contains a variety of accounting materials covering definitions of accounting terms, presentation of accounting principles, analysis of proprietorship, capital and revenue expenditures, bonds, payrolls, et cetera. This textbook may be used for a laboratory or nonlaboratory course.

The following topics are included: the significance of accounting; accounts--their construction, and operation; capital and revenue expenditures; inventories, accruals, and deferred items; business papers and practices; the general and subsidiary ledgers--controlling accounts; columnar journals and petty cash systems; reserves and funds; bonds, manufacturing accounts, and statements; the voucher system; and analysis and interpretation of financial statements.

Masterland, George A. and Ayers, Robert D., ACCOUNTING FUNDAMENTALS, SECOND EDITION, McGraw-Hill Book Company, Inc., New York, New York, 1967.

Pages: 759

Price: $5.50

Annotation:

ACCOUNTING FUNDAMENTALS, SECOND EDITION, is designed for use in a full-year elementary accounting course. The textbook contains a variety of accounting materials covering definitions of accounting terms, presentation of accounting principles, analysis of proprietorship, capital and revenue expenditures, trade, payroll, et cetera. This textbook may be used for a laboratory or nonlaboratory course.

The following topics are included: the significance of accounting; accounts--their construction, and operation; capital and revenue expenditures; inventories, accruals, and deferred items; business papers and procedures; the general and subsidiary ledgers--controlling accounts; columnar journals and petty cash systems; reserves and funds; bonds, manufacturing accounts, and statements; the voucher system; and analysis and interpretation of financial statements.

MacKenzie, Donald H., THE FUNDAMENTALS OF COST ACCOUNTING, A COST AND REVENUE APPROACH, The Macmillan Company, New York, New York, 1946.

Pages: 683

Price: $5.00

Annotation:

THE FUNDAMENTALS OF COST ACCOUNTING, A COST AND REVENUE APPROACH, sets forth a logical approach to accounting problems by developing the subject from defined concepts of costs and revenues, thence proceeding to the presentation of the profit and loss statement and the balance sheet.

The textbook is so arranged that any aspect of accounting may be emphasized: managerial; bookkeeping; or theoretical; and long or short courses may be stressed. About 30 per cent of the textbook is devoted to questions and problems. The practice sets given in the back of the textbook provide a variety of accounting problems for supplementary work.

The following titles are included: nature of accounting revenues; revenue and expense transactions; sources of entries; matching costs with revenue; voucher system; departmental, manufacturing, and cost accounting; concepts applied to manufacturing problems; partnerships: formation and division of profits, and termination; corporations and corporation bonds; surplus, dividends, and reserves; budgetary control; and practice sets.

Mackenzie, Donald H., THE FUNDAMENTALS OF COST ACCOUNTING, A COST AND REVENUE APPROACH, The Macmillan Company, New York, New York, 1965.

Pages: 659

Price: $5.00

Importance:

THE FUNDAMENTALS OF COST ACCOUNTING, A COST AND REVENUE APPROACH, sets forth a logical approach to accounting problems by developing the subject from defined concepts of costs and revenues, thence proceeding to the presentation of the profit and loss statement and the balance sheet.

The textbook is so arranged that any aspect of accounting may be emphasized: managerial; bookkeeping; or theoretical; and less or more courses may be stressed. About 30 per cent of the textbook is devoted to questions and problems. The practice sets given in the back of the textbook provide a variety of accounting problems for supplementary work.

The following titles are included: nature of accounting revenues; various and sundry transactions; sources of entries; recording costs with revenue; voucher system; departmental, manufacturing, and cost accounting; concepts applied to manufacturing problems; partnerships: formation and division of profits, and terminations; corporations and corporation bonds; surplus, dividends, and reserves; budgetary control; and price-fixing.

March, James H., COST ACCOUNTING, McGraw-Hill Book Company, Inc., New York, New York, 1949.

Pages: 558

Price: $6.00

Annotation:

COST ACCOUNTING is an introductory textbook containing a realistic description of factory cost as an integral part of industrial management. Major emphasis is given cost control. A theoretical foundation is laid which will serve to enable beginning students to understand the practical applications of cost accounting. Descriptions of cost-control procedures are an integral part of the material covering product costing and cost bookkeeping.

The following topics are presented: cost accounting and management; operation cost method and standard costs; classification and symbols; general ledger procedure and the flow of cost through the accounts; ledger procedure in standard cost and process cost systems; materials and supplies--control and accounting; wages and salaries--labor cost control; government requirements affecting payroll accounting, timekeeping and payrolls; distribution of factory overhead; and burden application.

Morris, James H., COST ACCOUNTING, McGraw-Hill Book Company, Inc., New York, New York, 1949.

Pages: 595

Price: $6.00

Appropriation:

COST ACCOUNTING is an introductory textbook containing a realistic description of factory cost as an integral part of industrial management. No one emphasis is given cost control. A theoretical foundation is laid which will serve to enable beginning students to understand the practical applications of cost accounting. Description of cost-control procedures are an integral part of the material covering product costing and cost bookkeeping.

The following topics are presented: cost accounting and management; operation cost method and standard costs; classification and symbols; general ledger procedure and the flow of cost through the accounts; ledger procedure in standard cost and process cost systems; materials and supplies--control and accounting; wages and salaries--labor cost control; government requirements affecting payroll accounting, timekeeping and payroll; distribution of factory overhead; and burden application.

Mason, Perry, Stenberg, George B. and Niven, William, ELEMENTARY ACCOUNTING, The Foundation Press, Inc., Brooklyn, New York, 1951.

Pages: 665

Price: $5.50

Annotation:

ELEMENTARY ACCOUNTING is designed for the two-semester freshman course. Accounting principles and bookkeeping procedures are fully developed. Partnerships, sole proprietorship, corporation accounting, cost accounting principles, and financial analysis are presented and discussed in detail.

Business and background material is carefully integrated in order that the accounting treatment may be more fully understood. Current bookkeeping methods are explained--payroll procedures and the handling of sales tax. Modern office procedures are discussed--machine methods and cycle billing.

A wide use is made of diagrams, charts and reproductions of actual forms to illustrate current practice in financial statement preparation. Each chapter includes pertinent problems and questions for class use.

Mason, Perry, Stanberg, George E. and Niven, William, ELEMENTARY ACCOUNTING. The Foundation Press, Inc., Brooklyn, New York, 1951.

Pages: 665

Price: $5.50

Annotation:

ELEMENTARY ACCOUNTING is designed for the two-semester freshman course. Accounting principles and bookkeeping procedures are fully developed. Partnerships, sole proprietorship, corporation accounting, cost accounting principles, and financial analysis are presented and discussed in detail.

Business and background material is carefully integrated in order that the accounting treatment may be more fully understood. Current bookkeeping methods are explained--payroll procedures and the handling of sales tax. Modern office procedures are discussed--machine methods and cycle billing.

A wide use is made of diagrams, charts and reproductions of actual forms to illustrate current practice in financial statement preparation. Each chapter includes pertinent problems and questions for class use.

Mason, Perry and Davidson, Sidney, FUNDAMENTALS OF ACCOUNTING, THIRD EDITION, The Foundation Press, Inc., Brooklyn, New York, 1953.

Pages: 529

Price: $5.75

Annotation:

FUNDAMENTALS OF ACCOUNTING, THIRD EDITION, gives a thorough analysis of basic theory and logic, without overdue emphasis on bookkeeping. The introductory chapters deal with the theoretical basis of accounting procedures. The accounting equation, operating cycle, and financial statements are explained in detail. Managerial accounting is emphasized throughout the textbook.

A critique of excerpts from many published financial statements is used in presenting and demonstrating the use of statements. The student is encouraged to develop a critical attitude in dealing with the financial analysis. Cost accounting is introduced early--two chapters are devoted to the full presentation of this topic.

Modern procedures are stressed--current bookkeeping forms, payroll tax procedures, terminology, and recent developments. Two sets of problems are provided for each chapter--one set suitable for class work and the other suitable for homework.

Matz, Adolph, Curry, Othel J. and Frank, George W., COST ACCOUNTING, South-Western Publishing Company, New Rochelle, New York, 1952.

Pages: 805

Price: $6.00

Annotation:

COST ACCOUNTING which is designed for use in a two-semester course in cost accounting, stresses cost accounting as a tool of management. The subject matter includes: the underlying cost principle, cost determination, cost control, and the managerial use of the assembled information.

Questions for discussion, exercises for class problems, and homework or laboratory assignments are included in each chapter.

The textbook deals with cost accounting in relation to general accounting; new essentials--budget, account classification, the voucher system, and the factory ledger; cost elements--material, labor, and manufacturing expenses as related primarily to job order cost accounting; process cost accounting; and cost control and budget planning--budgeting procedure, estimated cost, plant capacity, standard costs, cost controls, cost planning, et cetera.

Throughout the book, cost finding and cost analysis are emphasized as the foundation for managerial decisions.

Horngren, Charles T., Cost Accounting: A Managerial Emphasis, Prentice-Hall, Inc., Englewood Cliffs, New Jersey, 1962.

Kaplan, Robert S., Advanced Management Accounting, Prentice-Hall, Inc., Englewood Cliffs, New Jersey, 1982.

Kaplan, Robert S., and Anthony A. Atkinson, Advanced Management Accounting, 3rd ed., Prentice-Hall, Inc., Upper Saddle River, New Jersey, 1998.

Kaplan, Robert S., and Robin Cooper, Cost & Effect: Using Integrated Cost Systems to Drive Profitability and Performance, Boston, Massachusetts: Harvard Business School Press, 1998.

Kaplan, Robert S., and David P. Norton, The Balanced Scorecard: Translating Strategy into Action, Boston, Massachusetts: Harvard Business School Press, 1996.

Kaplan, Robert S., and David P. Norton, The Strategy-Focused Organization: How Balanced Scorecard Companies Thrive in the New Business Environment, Boston, Massachusetts: Harvard Business School Publishing Corporation, New York: 2000.

Kaplan, Robert S., and Steven R. Anderson, Time-Driven Activity-Based Costing, Boston, Massachusetts: Harvard Business School Publishing Corporation, New York: 2002.

Kaplan, Robert S., and Steven R. Anderson, Time-Driven Activity-Based Costing: A Simpler and More Powerful Path to Higher Profits, Boston, Massachusetts: Harvard Business School Publishing Corporation, New York: 2004.

Kaplan, Robert S., and Steven R. Anderson, Time-Driven Activity-Based Costing: A Simpler and More Powerful Path to Higher Profits, Boston, Massachusetts: Harvard Business School Publishing Corporation, New York: 2007.

Kaplan, Robert S., and Steven R. Anderson, Time-Driven Activity-Based Costing: A Simpler and More Powerful Path to Higher Profits, Boston, Massachusetts: Harvard Business School Publishing Corporation, New York: 2009.

Kaplan, Robert S., and Steven R. Anderson, Time-Driven Activity-Based Costing: A Simpler and More Powerful Path to Higher Profits, Boston, Massachusetts: Harvard Business School Publishing Corporation, New York: 2010.

Kaplan, Robert S., and Steven R. Anderson, Time-Driven Activity-Based Costing: A Simpler and More Powerful Path to Higher Profits, Boston, Massachusetts: Harvard Business School Publishing Corporation, New York: 2011.

Kaplan, Robert S., and Steven R. Anderson, Time-Driven Activity-Based Costing: A Simpler and More Powerful Path to Higher Profits, Boston, Massachusetts: Harvard Business School Publishing Corporation, New York: 2012.

Kaplan, Robert S., and Steven R. Anderson, Time-Driven Activity-Based Costing: A Simpler and More Powerful Path to Higher Profits, Boston, Massachusetts: Harvard Business School Publishing Corporation, New York: 2013.

Kaplan, Robert S., and Steven R. Anderson, Time-Driven Activity-Based Costing: A Simpler and More Powerful Path to Higher Profits, Boston, Massachusetts: Harvard Business School Publishing Corporation, New York: 2014.

Kaplan, Robert S., and Steven R. Anderson, Time-Driven Activity-Based Costing: A Simpler and More Powerful Path to Higher Profits, Boston, Massachusetts: Harvard Business School Publishing Corporation, New York: 2015.

Kaplan, Robert S., and Steven R. Anderson, Time-Driven Activity-Based Costing: A Simpler and More Powerful Path to Higher Profits, Boston, Massachusetts: Harvard Business School Publishing Corporation, New York: 2016.

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Kaplan, Robert S., and Steven R. Anderson, Time-Driven Activity-Based Costing: A Simpler and More Powerful Path to Higher Profits, Boston, Massachusetts: Harvard Business School Publishing Corporation, New York: 2022.

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Kaplan, Robert S., and Steven R. Anderson, Time-Driven Activity-Based Costing: A Simpler and More Powerful Path to Higher Profits, Boston, Massachusetts: Harvard Business School Publishing Corporation, New York: 2100.

Mauriello, Joseph A., INTERMEDIATE ACCOUNTING, The Ronald Press Company, New York, 1950.

Pages: 798

Price: $5.50

Annotation:

INTERMEDIATE ACCOUNTING is designed for second-year courses in corporate accounting. Theory and illustrations are combined to convey the basic principles of accounting and their practical application. For each topic the accounting features are classified in systematic form and the underlying reasoning and relationship to accounting objectives are discussed in detail. Emphasis is placed on the content and form of the financial statements, valuation of the items included, and interpretation of the summarized data. The distinction between capital and income and the theory of correlating expense and revenue is considered in detail. The practice material includes questions and problems which are keyed to each chapter in the book.

Such topics as the following are given consideration: the accounting framework; items includible in balance sheet; balance sheet form and group classification; capital and revenue expenditures; investments in stocks and subsidiary companies; cash surrender value of life insurance; permanent investment in bonds; inventories--methods of determining cost; profit and loss reserves and surplus reserve; statement of funds; and determination of variations in net profit.

Mucciello, Joseph A., INTERMEDIATE ACCOUNTING, The Ronald Press Company, New York, 1950.

Pages: 796

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INTERMEDIATE ACCOUNTING is designed for second-year courses in corporate accounting. Theory and illustrations are combined to convey the basic principles of accounting and their practical application. For each topic the accounting features are classified in systematic form and the underlying reasoning and relationship to accounting objectives are discussed in detail. Primary is placed on the content and form of the financial statements, valuation of the items included, and interpretation of the summarized data. The distinction between capital and income and the theory of correlating expense and revenue is considered in detail. The practice material includes questions and problems which are keyed to each chapter in the book.

Such topics as the following are given consideration: the accounting from work; items included in balance sheet; balance sheet form and group classification; capital and revenue expenditures; investments in stocks and subsidiary companies; cash surrender value of life insurance; permanent investment in bonds; inventories--methods of determining cost; profit and loss reserves and surplus reserve; assessment of funds; and determination of variations in net profit.

Mayne, F. Blair and Crowningsfield, Gerald, ACCOUNTING FOR SECRETARIES, Gregg Publishing Division, McGraw-Hill Book Company, Inc., New York, New York, 1951.

Pages: 346

Price: $3.00

Annotation:

ACCOUNTING FOR SECRETARIES is particularly adapted for use of the secretarial practice student. The book is so organized that it can be easily adapted to any course objectives. Personal-approach projects are widely used to acquaint the learner with bookkeeping procedures. The usual bookkeeping cycle is covered.

This book stresses the practical bookkeeping approach used by secretaries in a one-girl office.

Byrne, F. Blair and Crowningfield, Gerald, ACCOUNTING FOR SECRETARIES, Gregg Publishing Division, McGraw-Hill Book Company, Inc., New York, New York, 1951.

Pages: 340

Price: $3.00

Annotation:

ACCOUNTING FOR SECRETARIES is particularly adapted for use of the secretarial practice student. The book is so organized that it can be easily adapted to any course objectives. Personal-approach projects are widely used to acquaint the learner with bookkeeping procedures. The usual bookkeeping cycle is covered.

This book stresses the practical bookkeeping approach used by secretaries in a one-girl office.

Midesell, R. Merrill, GOVERNMENTAL ACCOUNTING, Richard D. Irwin, Inc., Homewood, Illinois, 1951.

Pages: 738

Price: $6.00

Annotation:

GOVERNMENTAL ACCOUNTING is a well-illustrated text in governmental accounting discussing the accounting procedure peculiar to each type of fund: general, bond, sinking, trust and agency, working capital and utility.

Special sections are devoted to accounting for institutions; emphasizing the peculiar features of governmental accounting; comparisons of commercial and governmental accounting practices; managerial aspects of accounting; illustrating the reasons why governmental and municipal accounts should be handled in a particular way.

Questions and problems from the American Institute of Accountants' examinations are included in the book.

The following titles are included: governmental accounting and outline of procedures; budgets; general funds; general operation; and revenue accounting; expenditure accounting; bond, trust and agency, and sinking funds; working capital and special assessment funds; utility funds: general accounting, and statements and special transactions; special features of property tax accounting; summarization of interfund relationships; cash procedures and accounting; institutional accounting: educational and hospital; unit cost accounting for government; and governmental auditing and reporting.

McCosh, R. Merrill. GOVERNMENTAL ACCOUNTING. Richard D. Irwin, Inc., Homewood, Illinois, 1961.

Pages: 730

Price: $5.00

Comments:

GOVERNMENTAL ACCOUNTING is a well-illustrated text in governmental accounting discussing the accounting procedure peculiar to each type of fund: general, bond, sinking, trust and agency, working capital and utility.

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Moonitz, Maurice and Staehling, Charles, ACCOUNTING: AN ANALYSIS OF ITS PROBLEMS, VOLUME I and VOLUME II, The Foundation Press, Inc., Brooklyn, New York, 1952.

Pages: 712 VOLUME I

618 VOLUME II

Price: $4.50 VOLUME I

$4.50 VOLUME II

Annotation:

ACCOUNTING: AN ANALYSIS OF ITS PROBLEMS, VOLUME I, is planned for second-year accounting students and may be used in either a one-semester or two-semester course. VOLUME II is planned for third-year accounting and is adaptable for either a one- or two-semester course.

Fundamental aspects of accounting theory and problems are stressed throughout both volumes. The introductory chapters review the basic first-year accounting principles on a professional basis. Problems common to all business--valuation of assets and liabilities--are integrally related to income determination. The application of current problems is emphasized. Partnership and corporation accounting and consolidated statements are treated in full detail.

Each chapter is provided with a wide choice of problems graduated as to length and difficulty.

Wonnacott, Morton and Zimmerman, Charles. ACCOUNTING: AN ANALYSIS OF ITS PROBLEMS, VOLUMES I and VOLUME II. The Foundation Press, Inc., Brooklyn, New York, 1952.

Pages: 712 VOLUME I

918 VOLUME II

Price: $4.50 VOLUME I

$4.50 VOLUME II

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Each chapter is provided with a wide choice of problems graduated as to length and difficulty.

Morey, Lloyd and Diehl, Orval W., MUNICIPAL ACCOUNTING, John Wiley & Sons, Inc., New York, New York, 1942.

Pages: 415

Price: $6.00

Annotation:

MUNICIPAL ACCOUNTING deals with the accounting fundamentals and principles needed in public financial administration.

The following titles are included: function of municipal accounting; standards of financial administration; accounting principles and standards; municipal funds; budget making and control; chart of accounts; typical transactions; financial documents; accounting records; treasurer's accounts; municipal utilities; special assessment funds; accounts of municipal institutions; municipal cost accounting; and reports and audits.

Berry, Lloyd and Olsen, Orval W., MUNICIPAL ACCOUNTING, John Wiley & Sons, Inc., New York, New York, 1962.

Pages: 415

Price: $5.00

Annotation:

MUNICIPAL ACCOUNTING deals with the accounting fundamentals and principles needed in public financial administration.

The following fields are included: function of municipal accounting; standards of financial administration; accounting principles and standards; municipal funds; budgetary and control; chart of accounts; typical transactions; financial documents; accounting records; treasurer's accounts; municipal utilities; special assessment funds; accounts of municipal institutions; capital cost accounting; and reports and audits.

Morey, Lloyd and Hackett, Robert P., FUNDAMENTALS OF GOVERNMENTAL ACCOUNTING, SECOND EDITION, John Wiley & Sons, Inc., New York, New York, 1951.

Pages: 518

Price: $5.50

Annotation:

FUNDAMENTALS IN GOVERNMENTAL ACCOUNTING, SECOND EDITION, stresses the special characteristics of governmental accounting; explains the differences between public and private businesses; and discusses accounting procedures for budget making, financial reporting, and periodic auditing.

Moyer, C. A. and Mautz, R. K., FUNCTIONAL ACCOUNTING - INTERMEDIATE, SECOND EDITION, John Wiley & Sons, Inc., New York, New York, 1951.

Pages: 523

Price: $6.00

Annotation:

FUNCTIONAL ACCOUNTING - INTERMEDIATE, SECOND EDITION, discusses the function, usefulness, and basic theory of accounting; also the principal types of business transactions; and stresses the study of financial statement preparation and analysis.

Morey, Lloyd and Hackett, Robert D., FUNDAMENTALS OF GOVERNMENTAL ACCOUNTING, SECOND EDITION, John Wiley & Sons, Inc., New York, New York, 1951.

Pages: 518

Price: $5.50

Annotation:

FUNDAMENTALS IN GOVERNMENTAL ACCOUNTING, SECOND EDITION, stresses the special characteristics of governmental accounting; explains the differences between public and private businesses; and discusses accounting procedures for budget making, financial reporting, and periodic auditing.

Myers, C. A. and Nyman, A. R., FUNDAMENTAL ACCOUNTING - INTERMEDIATE, SECOND EDITION, John Wiley & Sons, Inc., New York, New York, 1951.

Pages: 523

Price: $5.00

Annotation:

FUNDAMENTAL ACCOUNTING - INTERMEDIATE, SECOND EDITION, discusses the function, usefulness, and basic theory of accounting; also the principal types of business transactions; and stresses the study of financial statement preparation and analysis.

Nelson, Oscar S. and Maxwell, Arthur D., ACCOUNTING SYSTEMS, Richard D. Irwin, Inc., Homewood, Illinois, 1950.

Pages: 714

Price: $6.00

Annotation:

ACCOUNTING SYSTEMS is a practical accountant-training textbook, containing typical illustrations from thousands of possible accounting systems, and applications of accounting principles to a wide variety of businesses. The book emphasizes the method of procedure. This includes a survey of the accounting problems of management; an analysis of the necessary accounts and statements, and a consideration of the design and installation of necessary forms, books, records and devices; the development of procedures and internal check features; and the preparation of instructions for operating the system.

Questions and problems relating to realistic business situations are available at the end of each chapter.

The following titles are included: accounting systems; their nature, design, and installation; federal savings and loan association accounting; insurance company accounting; bank accounting; stock brokerage accounting; department store accounting; gas utility accounting; railroad accounting; and governmental accounting.

Nelson, Oscar S. and Maxwell, Arthur D., ACCOUNTING SYSTEMS, Robert D. Irwin, Inc., Homewood, Illinois, 1950.

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Questions and problems relating to realistic business situations are available at the end of each chapter.

The following titles are included: accounting systems; cash nature, location, and unrealization; federal savings and loan association accounting; insurance company accounting; bank accounting; stock brokerage accounting; department store accounting; gas utility accounting; railroad accounting; and governmental accounting.

Neuner, John J. and Neuner, Ulrick J., ACCOUNTING SYSTEMS--INSTALLATION AND PROCEDURES, International Textbook Company, Scranton, Pennsylvania, 1949.

Pages: 386

Price: $5.00

Annotation:

ACCOUNTING SYSTEMS--INSTALLATION AND PROCEDURES emphasizes the installation of a proper accounting system to fit the requirements of each business.

Part One of the book describes the principles involved in the systems installation work stressing internal check and control.

Part Two explains system problems for special businesses and professional units. A variety of businesses are treated with emphasis on the type--the medium or small-sized company which needs systems installations.

The book is well illustrated and includes such topics as: introduction to system installation; preliminary survey of the business enterprise; internal check--inventories, expenses, and payrolls; mechanical appliances and form design; books of original entry--journals; books of final entry--the ledgers; purchases and inventory control; system of installation for sales transactions; the accounting system installation report; accounting systems for retail and service businesses and for professional men; system installation for a manufacturing concern; punched card accounting methods; and appendix--directory of accounting system information.

Heuser, John J. and Heuser, Ursula J., ACCOUNTING SYSTEMS--INSTALLATION AND PROCEDURES, International Textbook Company, Scranton, Pennsylvania, 1960.

Pages: 396

Price: $5.00

Appreciation:

ACCOUNTING SYSTEMS--INSTALLATION AND PROCEDURES emphasizes the installation of a proper accounting system to fit the requirements of each business.

Part One of the book describes the principles involved in the systems installation work stressing internal check and control.

Part Two explains system problems for special businesses and professional units. A variety of businesses are treated with emphasis on the type--the medium or small-sized company which needs systems installations.

The book is well illustrated and includes such topics as: introduction to system installation; preliminary survey of the business enterprise; internal check--inventories, expense, and payroll; mechanical appliances and form design; books of original entry--journals; books of final entry--the ledgers; purchases and inventory control; system of installation for sales transactions; the accounting system installation report; accounting systems for retail and service businesses and for professional men; system installation for a manufacturing concern; punched card accounting methods; and appendix--directory of accounting system information.

Neuner, John W., COST ACCOUNTING--PRINCIPLES AND PRACTICE, Richard D. Irwin, Inc., Homewood, Illinois, 1952.

Pages: 740

Price: $6.00

Annotation:

COST ACCOUNTING--PRINCIPLES AND PRACTICE is an up-to-date textbook divided into four parts each dealing with specific phases of cost accounting: Part I presents the basic cost accounting principles, procedures and practices. Part II deals with the principles and practices of process costs; the average cost method; and FIFO (first in--first out). Part III deals with cost accounting procedures used in the managerial control of business operations. Part IV discusses the application of cost accounting procedures to nonmanufacturing activity. Special emphasis is placed on distribution costs.

Such topics as the following are presented: accounting terminology; the cost accounting cycle; materials control; inventory records and pricing in cost accounting; manufacturing overhead; departmentalization of indirect manufacturing costs; cost summaries and financial statements; process and applied accounting procedures; managerial reports; budgetary control; standard costs; analyses and control through cost accounting; graphic presentation of cost data; nonmanufacturing costs; uniform cost accounting systems; re-examination of cost accounting from the managerial viewpoint; Certified Public Accountant; and cost accounting problems.

Heiser, John W., COST ACCOUNTING--PRINCIPLES AND PRACTICE, Richard D. Irwin, Inc., Homewood, Illinois, 1952.

Pages: 710

Price: $5.00

Annotation:

COST ACCOUNTING--PRINCIPLES AND PRACTICE is an up-to-date textbook divided into four parts each dealing with specific phases of cost accounting: Part I presents the basic cost accounting principles, procedures and practices. Part II deals with the principles and practices of process costs; the average cost method; and FIFO (first in--first out). Part III deals with cost accounting procedures used in the managerial control of business operations. Part IV discusses the application of cost accounting procedures to nonmanufacturing activity. Special emphasis is placed on distribution costs.

Such topics as the following are presented: accounting terminology; the cost accounting cycle; material control; inventory records and pricing in cost accounting; manufacturing overhead; departmentalization of indirect manufacturing costs; cost comparisons not financial statements; process and applied accounting procedures; managerial reports; budgetary control; standard costs; analyses and control through cost accounting; graphic presentation of cost data; nonmanufacturing costs; uniform cost accounting systems; re-examination of cost accounting from the managerial viewpoint; Certified Public Accountant; and cost accounting problems.

Newlove, George Hillis, CONSOLIDATED STATEMENTS, INCLUDING MERGERS AND CONSOLIDATIONS, D. C. Heath and Company, Boston, Massachusetts, 1948.

Pages: 412

Price: $7.50

Annotation:

CONSOLIDATED STATEMENTS, INCLUDING MERGERS AND CONSOLIDATIONS, gives a practical treatment to the pertinent information in the literature relative to the subject. The textbook may be used as an advanced text or as a reference manual on consolidated statements, mergers, and consolidations. Short exercises are provided for class work and more difficult problems for homework.

The book deals with: corporate combinations; holding company accounting; consolidated balance sheets at date of acquisition, after changes in subsidiary's net worth, and after changes in degree of ownership by parent; unilateral companies; no-par and preferred stock statements; and bilateral stockholdings.

Appendix A contains a coded bibliography helpful for those who wish to use the book as a reference manual.

Newlove, George Hilla, CONSOLIDATED STATEMENTS, INCLUDING MERGERS AND CONSOLIDATIONS, D. C. Heath and Company, Boston, Massachusetts, 1965.

Pages: 412

Price: $7.50

Approach:

CONSOLIDATED STATEMENTS, INCLUDING MERGERS AND CONSOLIDATIONS, gives a practical treatment to the pertinent information in the literature relative to the subject. The textbook may be used as an advanced text or as a reference manual on consolidated statements, mergers, and consolidations. Short exercises are provided for class work and more difficult problems for homework.

The book deals with: corporate combinations; holding company accounting; consolidated balance sheets at date of acquisition, after changes in subsidiary's net worth, and after changes in degree of ownership by parent; unilateral companies; no-par and preferred stock statements; and bilateral stockholdings.

Appendix A contains a coded bibliography helpful for those who wish to use the book as a reference manual.

Newlove, George Hillis and Garner, S. Paul, ELEMENTARY ACCOUNTING, REVISED, D. C. Heath and Company, Boston, Massachusetts, 1949.

Pages: 768

Price: $5.75

Annotation:

ELEMENTARY COST ACCOUNTING, REVISED, is planned for a one-semester course in beginning cost accounting and brings into practice new techniques and theories. Studies made by the National Association of Cost Accountants are referred to throughout the book.

Some of the topics covered include: cost ledgers, journals, and factory orders; subsidiary cost ledgers and records; accounting for raw materials and labor; burden costs and their control; process cost accounting; accounting for scrap, salvaged goods, by-products, and co-products; inventory difficulties and complexities; distribution costs and reports; and summaries and control.

Appendix B contains over 100 pages of problems and exercises pertaining to cost accounting.

Newlove, George Hillis, Smith, C. Aubrey and White, John Arch, INTERMEDIATE ACCOUNTING, REVISED, D. C. Heath and Company, Boston, Massachusetts, 1948.

Pages: 784

Price: $5.75

Annotation:

INTERMEDIATE ACCOUNTING, REVISED, deals with accounting techniques and theory applicable to the second year's work in financial accounting. The latest releases of the Securities Exchange Commission, and the American Institute of Accountants, as well as those of the American Accounting Association were considered in compiling the material for this textbook. The class exercises and problems are arranged to allow for flexibility of instruction.

Part I of the textbook deals with Recording and Reporting; Part II--Matching Costs and Revenue; Part III--Money Resources; Part IV--Liabilities; Part V--Proprietorship; Part VI--Analysis and Budgeting; Part VII--Consolidated Statements; and Part VIII--Other Financial Accounting Problems.

Howlows, George Hollis, Smith, O. Rubsey and White, John Agee.
INTERMEDIATE ACCOUNTING, REVISED, D. C. Heath and Company, Boston, Massachusetts, 1963.

Pages: 784

Price: $5.75

Annotation:

INTERMEDIATE ACCOUNTING, REVISED, deals with accounting techniques and theory applicable to the second year's work in financial accounting. The latest releases of the Securities Exchange Commission, and the American Institute of Accountants, as well as those of the American Accounting Association were considered in compiling the material for this textbook. The class exercises and problems are arranged to allow the flexibility of instruction.

Part I of the textbook deals with Recording and Reporting; Part II--Microbiotic Cores and Revenue; Part III--Money Resources; Part IV--Liabilities; Part V--Proprietorship; Part VI--Analysis and Budgeting; Part VII--Consolidated Statements; and Part VIII--Other Financial Accounting Problems.

Newlove, George Hillis and Garner, S. Paul, ADVANCED ACCOUNTING, VOLUME I: CORPORATE CAPITAL AND INCOME, D. C. Heath and Company, Boston, Massachusetts, 1951.

Pages: 639

Price: $6.00

Annotation:

ADVANCED ACCOUNTING, VOLUME I: CORPORATE CAPITAL AND INCOME places emphasis on the statement of periodic income rather than the balance sheet. A brief treatment of the mathematical aspects of capitalization and amortization of assets are included. The legal background is provided to give the accounting student a full comprehension of the topics being discussed.

The textbook includes a complete coverage of bulletins, releases, and monographs of the American Accounting Association, the Securities and Exchange Commission, and the American Institute of Accountants.

The following topics are included: business accounting entities, business capital and capital stock, surplus reserves, corporate dividends--legal accounting aspects, mathematical aspects of capitalization and amortization, accounting for securities, determining values of real property, fixed asset appraisals, nature of business income and its realization, periodicity factor and business income, foreign branches and subsidiaries, and stabilized accounting.

Meigs, George Mills and Garner, S. Paul, ADVANCED ACCOUNTING, VOLUME I: CORPORATE CAPITAL AND INCOME, 2. ed. Irwin and Dorsey, Boston, Massachusetts, 1951.

Pages: 639

Price: $6.00

Description:

ADVANCED ACCOUNTING, VOLUME I: CORPORATE CAPITAL AND INCOME places emphasis on the attainment of periodic income rather than the balance sheet. A brief treatment of the mathematical aspects of capitalization and amortization of assets are included. The legal background is provided to give the accounting student a full comprehension of the topics being discussed.

The textbook includes a complete coverage of bibliography, references, and monographs of the American Accounting Association, the Securities and Exchange Commission, and the American Institute of Accountants.

The following topics are included: business accounting entities, business capital and capital stock, surplus reserves, corporate dividends--legal accounting aspects, mathematical aspects of capitalization and amortization, accounting for securities, determining values of real property, fixed assets appraisals, powers of business income and its realization, partially-owned and business income, foreign branches and subsidiaries, and established accounting.

Newlove, George Hillis and Garner, S. Paul, ADVANCED ACCOUNTING, VOLUME II: REORGANIZATIONS, BANKRUPTCIES, FIDUCIARIES, AND PARTNERSHIPS, D. C. Heath and Company, Boston, Massachusetts, 1950.

Pages: 429

Price: $4.75

Annotation:

ADVANCED ACCOUNTING, VOLUME II: REORGANIZATIONS, BANKRUPTCIES, FIDUCIARIES, AND PARTNERSHIPS, presents the accounting procedures organized against a legal background. The material in this textbook is available, for the most part, only in magazine articles and in specialized monographs. One section of the book is devoted to the analysis of the influence of government regulatory bodies on accounting. The book contains many illustrations of actual reports required by the government.

Part I, Reorganizations, includes such topics as: exchanges and voluntary reorganizations--legal and tax considerations; exchanges and voluntary reorganizations--account and financial considerations; and voluntary liquidations and the realization and liquidation account. Part II, Bankruptcies, deals with: involuntary liquidations and the statement of affairs; involuntary reorganizations and arrangements--statutory considerations; involuntary reorganizations and arrangements --valuation problems and submission of plans; and accounts and reports under the National Bankruptcy Act. Part III, Fiduciaries, covers estate and trust accounting. Part IV, Partnerships, stresses partnership formation and operation; partnership dissolution and incorporation; and joint ventures and syndicates.

Newlove, George Hillis and Garner, S. Paul, ADVANCED ACCOUNTING, VOLUME II: REORGANIZATIONS, BANKRUPTCIES, FIDUCIARIES AND PARTNERSHIPS, D. C. Heath and Company, Boston, Massachusetts, 1950.

Pages: 429

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Part I, Reorganizations, includes such topics as: exchanges and voluntary reorganizations--legal and tax considerations; exchanges and voluntary reorganizations--accounts and financial considerations; and voluntary liquidations and the realization and liquidation account. Part II, Bankruptcies, deals with: involuntary liquidations and the statement of affairs; involuntary reorganizations and arrangements--statutory considerations; involuntary reorganizations and arrangements--validation procedure and submission of plans; and accounts and reports under the National Bankruptcy Act. Part III, Fiduciaries, covers estate and trust accounting. Part IV, Partnerships, surveys partnership formation and operation; partnership dissolution and incorporation; and joint ventures and syndicates.

Noble, Howard S., ACCOUNTING PRINCIPLES, FIFTH EDITION, South-Western Publishing Company, New Rochelle, New York, 1949.

Pages: 704

Price: $5.00

Annotation:

ACCOUNTING PRINCIPLES is a revision of a previous popular first-year accounting textbook by the same author. The accounting cycle is presented simply and logically by the spiral method. New terminology is introduced gradually, and standard terminology is used throughout the textbook together with standard accounting forms and stationery.

Each chapter and the appendix contain graduated supplementary problems. Practice sets are available for the sole proprietorship, partnership, corporation, and manufacturing concern accounting. The narrative concerning the sets is a part of the set instead of being contained in the textbook.

Nolle, Howard S., ACCOUNTING PRINCIPLES, FIFTH EDITION, South-Western Publishing Company, New Rochelle, New York, 1969.

Pages: 704

Price: $5.00

Annotation:

ACCOUNTING PRINCIPLES is a revision of a previous popular three-year accounting textbook by the same author. The accounting cycle is presented simply and logically by the spiral method. New terminology is introduced gradually, and standard terminology is used throughout the textbook together with standard accounting forms and stationery.

Each chapter and the appendix contain graduated supplementary problems. Practice sets are available for the sole proprietorship, partnership, corporation, and manufacturing concern accounting. The narrative concerning the sets is a part of the set instead of being contained in the textbook.

Pace, Homer St. Clair and Koestler, Edward J., BROKERAGE ACCOUNTING, Pace and Pace, New York, New York, 1950.

Pages: 200

Price: $4.75

Annotation:

BROKERAGE ACCOUNTING is divided into three parts, dealing with principles and procedures of stock brokerage; principles and procedures of commodity brokerage; and the preparation of brokerage house financial reports and statements, including answers to a financial questionnaire, a balance sheet, an operating statement, and all required supplemental schedules. The factual data assumed as a basis for the answers to the questionnaire are comprehensive and cover practically all situations encountered.

Considerable space is devoted to procedures for verification of financial position by the independent public accountant.

Pace, Howard St. Clair and Kossiler, Edward G., BROKERAGE ACCOUNTING, Pace and Pace, New York, New York, 1950.

Pages: 300

Price: $4.75

Annotation:

BROKERAGE ACCOUNTING is divided into three parts, dealing with principles and procedures of stock brokerage; principles and procedures of commodity brokerage; and the preparation of brokerage house financial reports and statements, including answers to a financial questionnaire, a balance sheet, an operating statement, and all required supplemental schedules. The factual data assumed as a basis for the answers to the questionnaire are comprehensive and cover practically all situations encountered.

Considerable space is devoted to procedures for verification of financial position by the independent public accountant.

Pace, Homer St. Clair and Koestler, Edward J., COMPREHENSIVE ACCOUNTING PROBLEMS--VOLUME I, Pace and Pace, New York, New York, 1951.

Pages: 212

Price: $5.00

Annotation:

COMPREHENSIVE ACCOUNTING PROBLEMS--VOLUME I, stresses problems as a means of reviewing the application of accounting principles to specific facts. The book contains 24 sections, each section dealing with a specific and major problem of the type given on Certified Public Accountants' examinations. The problems that form the basis for each section of the textbook are used as a medium about which to center a full discussion of current principles and concepts.

The scope of subjects covered is broad, including: cash basis of accounting; actuarial computations in connection with security; flotations; statement of sources and applications of funds; consolidated statements; mergers; domestic and foreign branch accounting; retail inventory method; consignments; installment sales; process, job, standard, joint product, and differential costs; general nonprofit institution accounting; municipal accounting; stock brokerage; statement of affairs; estate accounting; real estate development; syndicate, and contractors' accounts; break-even charts and computations; and cash budgets.

Pace, Homer St. Clair and Koestler, Edward J., COMPREHENSIVE ACCOUNTING PROBLEMS--VOLUME I, Pace and Pace, New York, New York, 1951.

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Pace, Homer St. Clair and Koestler, Edward J., COMPREHENSIVE ACCOUNTING PROBLEMS--VOLUME II, Pace and Pace, New York, New York, 1951.

Pages: 205

Price: $5.00

Annotation:

COMPREHENSIVE ACCOUNTING PROBLEMS--VOLUME II, stresses problems as a means of reviewing the application of accounting principles to specific situtations. The book contains 24 sections, each section dealing with a specific and major problem of the type given on Certified Public Accountants' examinations. The problems that form the basis for each section of the textbook are used as a medium about which to center a full discussion of current principles and concepts.

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Pace, Robert M. Clair and Kessler, Howard J. COMPREHENSIVE ACCOUNTING PROBLEMS--VOLUME II. Pace and Pace, New York, New York, 1951.

Pages: 205

Price: $5.00

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Palmer, Leslie E., Bell, William H. and Johns, Ralph S., ACCOUNTANTS' WORKING PAPERS, THIRD EDITION, The Ronald Press Company, New York, New York, 1950.

Pages: 488

Price: $6.50

Annotation:

ACCOUNTANTS' WORKING PAPERS, THIRD EDITION, illustrates and explains the content and form of working papers under a variety of conditions. The book shows how working papers should be prepared in accordance to the conditions prevailing in each particular case although most of the features are subject to a certain degree of standardization.

Part I illustrates and discusses the content and arrangement of working papers on individual subjects. Part II presents a complete set of working papers on an audit, including drafts of the audit report, the federal corporation income tax return, and the annual report prepared for filing with the Securities Exchange Commission.

The book contains 251 illustrations.

Palmer, Leslie E., Beall, William H. and Johns, Wilma S.,
ACCOUNTANTS' WORKING PAPERS, THIRD EDITION, The Ronald
Press Company, New York, New York, 1950.

Pages: 458

Price: $6.50

Association:

ACCOUNTANTS' WORKING PAPERS, THIRD EDITION, illustrates and explains the content and form of working papers under a variety of conditions. The book shows how working papers should be prepared in accordance to the conditions prevailing in each particular case although most of the features are subject to a certain degree of standardization.

Part I illustrates and discusses the content and arrangement of working papers on individual audits. Part II presents a complete set of working papers on an audit, including drafts of the audit report, the federal corporation income tax return, and the annual report prepared for filing with the Securities Exchange Commission.

The book contains 251 illustrations.

Paton, William A., ESSENTIALS OF ACCOUNTING, REVISED EDITION, The Macmillan Company, New York, New York, 1949.

Pages: 863

Price: $5.50

Annotation:

ESSENTIALS OF ACCOUNTING, REVISED EDITION, is designed as a foundation course, emphasizing basic accounting principles to provide a background for later advanced and specialized courses in this field.

Particular emphasis is given to the corporate form of business enterprise as the dominant type of business activity. Special attention has been given to the accounting problems resulting from the increasing complexity of business operations, governmental expansion, et cetera.

The following topics are included: asset and equity accounts; analyzing and recording transactions; primary books and procedures; controlling accounts and subsidiary ledgers; elaboration of general journal; current costs and payables; revenues and receivables; periodic procedure and analysis; cash adjustment and audit; merchandising accounts; plant assets; consignments and branch accounts; installment sales; dividends and retained earnings; interpretation of statements.

Peters, William A., ESSENTIALS OF ACCOUNTING, REVISED EDITION, The Macmillan Company, New York, New York, 1963.

Pages: 363

Price: $5.50

Annotation:

ESSENTIALS OF ACCOUNTING, REVISED EDITION, is designed as a foundation course, emphasizing basic accounting principles to provide a background for later advanced and specialized courses in this field.

Particular emphasis is given to the corporate form of business enterprise as the dominant type of business activity. Special attention has been given to the accounting problems resulting from the increasing complexity of business operations; governmental expenses, et cetera.

The following topics are included: asset and equity accounts; analyzing and recording transactions; primary books and procedures; controlling accounts and subsidiary ledgers; elaboration of general journal; current costs and payables; revenues and receivables; periodic procedure and analysis; cash adjustment and audit; merchandising accounts; plant assets; contingencies and unusual accounts; installment sales; dividends and retained earnings; interpretation of statements.

Paton, William A. and Paton, William A., Jr., ASSET ACCOUNTING, AN INTERMEDIATE COURSE, The Macmillan Company, New York, New York, 1952.

Pages: 549

Price: $5.00

Annotation:

ASSET ACCOUNTING, AN INTERMEDIATE COURSE, is designed to follow Paton's ESSENTIALS OF ACCOUNTING and emphasizes the importance of assets as the primary factor in economic make-up of a business; and the underlying object of business operation in the expansion of business resources through efficient use of these assets.

The textbook stresses the importance of sound interpretation of recorded data; attention to difficulties resulting from the changes in the value of the dollar; and finding the worth of the business as a going concern.

The following topics are presented: special inventory problems; investments--stocks and bonds; accounting for acquisitions, maintenance, retirement, replacement; outline of procedures; organization, financing, development, and valuation of the enterprise: plant cost and value in utility field.

Paton, William A. and Paton, William A., Jr., ASSET ACCOUNTING, AN INTERMEDIATE COURSE, The Macmillan Company, New York, New York, 1938.

Pages: 545

Price: $5.00

Description:

ASSET ACCOUNTING, AN INTERMEDIATE COURSE, is designed to follow Paton's ELEMENTALS OF ACCOUNTING and emphasizes the importance of assets as the primary factor in economic make-up of a business; and the underlying object of business operation as the expansion of business resources through efficient use of these assets.

The textbook stresses the importance of sound interpretation of recorded data; attention to difficulties resulting from the changes in the value of the dollar; and finding the worth of the business as a going concern.

The following topics are presented: special inventory problems; investments--stocks and bonds; accounting for equipment, maintenance, retirement, replacement; outline of procedures; organization, financing, development, and valuation of the enterprise; plant cost and value in utility field.

Reitell, Charles and Harris, Gould L., COST ACCOUNTING--PRINCIPLES AND METHODS, THIRD EDITION, International Textbook Company, Scranton, Pennsylvania, 1948.

Pages: 720

Price: $6.00

Annotation:

COST ACCOUNTING--PRINCIPLES AND METHODS, THIRD EDITION, is a complete revision of the second edition and includes many new methods and practices. The latest procedures in the use of standards for controlling repetitive maintenance, overhauling charges and repairs are completely covered.

Profit planning and the newest methods for the handling of current allowances are treated from a practical point of view. Cost and variance statements are set up to meet the needs of the different levels of management.

Such topics as the following are included: services of cost accounting; costs--a tool of management; costs and manufacturing control; costs and marketing control; cost summary statements; general accounting or noncost systems; cost units and unit costs; departmentalization; specifications of product and operations; orders; symbols or codes; purchasing and receiving; job order cost systems; costing waste, scrap, and spoiled work; nature of standard costs; illustrative standard cost system as applied to manufacturing; standard costs and budgets for marketing; analysis of marketing variances; profit planning; and cost presentation and simplification.

Relard, Charles and Martin, David L., COST ACCOUNTING--PRIN-
CIPLES AND METHODS, THIRD EDITION, International Textbook
Company, Scranton, Pennsylvania, 1948.

Pages: 720

Price: $6.00

Annotation:

COST ACCOUNTING--PRINCIPLES AND METHODS, THIRD EDITION, is a complete revision of the second edition and includes many new methods and practices. The latest procedures in the use of standards for controlling repetitive maintenance, overhauling charges and repairs are completely covered.

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Robnett, Ronald H., Hill, Thomas M. and Beckett, John A., ACCOUNTING--A MANAGEMENT APPROACH, Richard D. Irwin, Inc., Homewood, Illinois, 1951.

Pages: 588

Price: $5.75

Annotation:

ACCOUNTING--A MANAGEMENT APPROACH is designed especially for students of business, industry, and engineering who will need accounting knowledge as a tool of management, and who expect to take only one college accounting course.

Part I explains what business comprises, what accounting is and how it functions. Part II deals with record keeping and accounting techniques used in the analysis, accumulation synthesis, and presentation of data. Part III gives an overview of accounting valuation and earnings-determination theory. Parts IV and V discuss valuation and earnings-determination problems that deal with capital forms and sources. Two chapters of Part IV deal specifically with problems relating to manufacturing operations. Part VI summarizes the essentials of accounting.

The many thought-provoking questions and problems in each chapter take the place of practice sets.

Bennett, Harold A., Hill, Thomas G. and Seckel, John A.,
ACCOUNTING--A MANAGEMENT APPROACH, Richard D. Irwin,
Inc., Homewood, Illinois, 1951.

Pages: 503

Price: $5.75

Annotation:

ACCOUNTING--A MANAGEMENT APPROACH is designed especially for students of business, industry, and engineering who will need accounting knowledge as a tool of management, and who cannot take only one college accounting course.

Part I explains what business accounting is and how it functions. Part II deals with record keeping and accounting techniques used in the analysis, accumulation, summaries, and presentation of data. Part III gives an overview of accounting and prices and services-determination theory. Parts IV and V discuss valuation and services-determination problems and deal with capital funds and sources. Two chapters of Part IV deal specifically with problems relating to manufacturing operations. Part VI summarizes the essentials of accounting.

The many thought-provoking questions and problems in each chapter make the place of practice data.

Rosenkampff, Arthur H. and Wider, William, THEORY OF ACCOUNTS, REVISED EDITION, The Ronald Press Company, New York, New York, 1942.

Pages: 517

Price: $4.75

Annotation:

THEORY OF ACCOUNTS, REVISED EDITION, is designed to acquaint students with the general theory of accounts and to aid them in preparation for Certified Public Accountant Examinations. The content is based on theory of accounts for which certified public accountant examinees in the state of New York are held responsible. The questions at the close of each chapter are taken directly from such examinations.

Topics covered in the textbook include: fundamentals of accounting; survey of elementary accounting principles; the balance sheet and bases for valuation; capital and income receipts and expenditures; fixed tangible assets--depreciation, obsolescence, and appreciation; land and buildings, equipment and fixtures; machinery and tools, office equipment, containers, and improvements to leasehold property; permanent investments; intangible assets--goodwill and trade-marks; merchandise inventories; deferred charges to expense and prepaid expenses; corporations--legal aspects; accounting for capital stock; surplus reserves versus other reserves; and accounts and statements reflecting income and expense.

Boswell, Arthur H. and Wider, William, THEORY OF ACCOUNTS, REVISED EDITION, The Ronald Press Company, New York, New York, 1942.

Pages: 517

Price: $4.75

Annotation:

THEORY OF ACCOUNTS, REVISED EDITION, is designed to acquaint students with the general theory of accounts and to aid them in preparation for Certified Public Accountant Examinations. The content is based on theory of accounts for which certified public accountant examinees in the state of New York are held responsible. The questions at the close of each chapter are taken directly from such examinations.

Topics covered in the textbook include: fundamentals of accounting; survey of elementary accounting principles; the balance sheet and basis for valuation; capital and income receipts and expenditures; fixed tangible assets--depreciation, obsolescence, and appreciation; land and buildings, equipment and fixtures; machinery and tools, office equipment, containers, and improvements to leasehold property; permanent investments; intangible assets--goodwill and trade-marks; marketable investments; deferred charges to expense and prepaid expenses; corporations--legal aspects; accounting for capital stock; surplus reserves versus other reserves; and accounts and statements reflecting income and expense.

Rosenkampff, Arthur Henry, Wallace, William C. and Wolpert, Saul, BOOKKEEPING AND ACCOUNTING--PRINCIPLES AND PRACTICE, INTRODUCTORY COURSE, FIFTH EDITION, VOLUME I, Barnes and Noble, Inc., New York, New York, 1950.

Pages: 448

Price: $2.45

Annotation:

BOOKKEEPING AND ACCOUNTING--PRINCIPLES AND PRACTICE, INTRODUCTORY COURSE, FIFTH EDITION, VOLUME I, uses the balance sheet approach to the subject of bookkeeping and builds up from the basic equation to the point where one can open a set of books; journalize transactions; take off a trial balance; make adjusting and closing entries; and prepare a balance sheet and profit and loss statement.

The textbook presents the up-to-date requirements of business practice in dealing with income tax and social security tax problems. The volume stresses the practical aspects of bookkeeping and many "tricks of the trade" used in actual practice by bookkeepers have been introduced.

Emphasis is placed on the management point of view and would be of help to the executive who is interested in beginning accounting. The book contains a large amount of illustrative material in the form of accounts and statements.

Wasserman, Arthur Henry, Wallace, William O., and Wolpert, Saul. BOOKKEEPING AND ACCOUNTING--PRINCIPLES AND PRACTICE, INTRODUCTORY COURSE, FIFTH EDITION, VOLUME I, Ronald and Wales, Inc., New York, New York, 1950.

Pages: 448

Price: $2.45

Description:

BOOKKEEPING AND ACCOUNTING--PRINCIPLES AND PRACTICE, INTRODUCTORY COURSE, FIFTH EDITION, VOLUME I, uses the balance sheet approach to the subject of bookkeeping and builds up from the basic equation to the point where one can open a set of books; journalize transactions; take off a trial balance; make adjusting and closing entries; and prepare a balance sheet and profit and loss statement.

The textbook presents the up-to-date requirements of business practice in dealing with income tax and social security tax problems. The volume stresses the practical aspects of bookkeeping and many "tricks of the trade" used in actual practice by bookkeepers have been introduced.

Emphasis is placed on the management point of view and would be of help to the executive who is interested in keeping accounting. The book contains a large amount of illustrative material in the form of exhibits and statements.

Saliers, Earl A., MODERN PRACTICAL ACCOUNTING, ELEMENTARY, American Technical Society, Chicago, Illinois, 1946.

Pages: 365

Price: $3.75

Annotation:

MODERN PRACTICAL ACCOUNTING, ELEMENTARY, is designed to give a practical working knowledge of accounting and stimulate the ability to interpret business accounts and make managerial decisions. The book presents the principles and rules of double entry bookkeeping as they apply to the problems of the modern business.

The following topics are treated: uses of accounting; the balance sheet; profit and loss statement; debit and credit explained; the journal and ledger; mixed accounts and adjusting entries; closing entries; working papers; construction and interpretation of statements; accounting for notes and drafts; partnership accounting; the voucher system; manufacturing accounting; analyzing statements; and management.

The book contains 155 illustrations.

Haldane, Earl A., MODERN PRACTICAL ACCOUNTING, ELEMENTARY, American Technical Society, Chicago, Illinois, 1940.

Pages: 395

Price: $3.75

Annotation:

MODERN PRACTICAL ACCOUNTING, ELEMENTARY, is designed to give a practical working knowledge of accounting and stimulate the ability to interpret business accounts and make managerial decisions. The book presents the principles and rules of double entry bookkeeping as they apply to the problems of the modern business.

The following topics are treated: uses of accounting; the balance sheet; profit and loss statement; debit and credit explained; the journal and ledger; sales accounts and adjusting entries; closing entries; working papers; construction and interpretation of statements; accounting for notes and drafts; partnership accounting; the voucher system; manufacturing accounting; analyzing statements; and management.

The book contains 145 illustrations.

Saliers, Earl A., MODERN PRACTICAL ACCOUNTING, ADVANCED, American Technical Society, Chicago, Illinois, 1946.

Pages: 368

Price: $3.75

Annotation:

MODERN PRACTICAL ACCOUNTING, ADVANCED, is designed to give a practical working knowledge of accounting and stimulate the ability to interpret business accounts and make managerial decisions. The book places emphasis on the analysis of accounts assuming that if the transaction is correctly analyzed as to its effect on the account involved, then the proper accounting procedure will follow.

The following phases of accounting are treated: advanced accounting problems; financial statements; theory of accruals --adjustments; valuation; depreciation; reserves and funds; promotion and organization of corporations; capital stock; surplus; accounting for bond issues; consolidated statements; comparative statements--analysis; funds derived and applied; statement of affairs; fiduciary accounting; liabilities; and consignment and installment accounting.

One section of the book is devoted to applied mathematics.

Bailey, Earl A., MODERN PRACTICAL ACCOUNTING, ADVANCED, American Technical Society, Chicago, Illinois, 1945.

Pages: 396

Price: $4.75

Annotation:

MODERN PRACTICAL ACCOUNTING, ADVANCED, is designed to give a practical working knowledge of accounting and eliminate the ability to interpret business accounts and make managerial decision. The book places emphasis on the analysis of accounts showing that if the transaction is correctly analyzed as to its effect on the account involved, then the proper accounting procedure will follow.

The following phases of accounting are treated: advanced accounting problems; financial statements; theory of accounts--adjustments; valuation; depreciation; reserves and funds; promotion and organization of corporations; capital stock; surplus; accounting for bond issues; consolidated statements; corporative statements--analysis; funds derived and applied; statement of affairs; fiduciary accounting; liabilities; and contingent and installment accounting.

One section of the book is devoted to applied mathematics.

Schlatter, Charles F., COST ACCOUNTING, John Wiley & Sons, Inc., New York, New York, 1947.

Pages: 699

Price: $6.50

Annotation:

COST ACCOUNTING presents the following topics: departmental accounting for a trading concern; general accounting for the factory; cost accounting for the factory; sequential process cost accounting; job cost accounting; cost reports; books of original entry; materials and supplies; labor burden in job cost accounting; combinations of cost accounting methods; expense distribution; control of factory expenses; burden application; effect of volume on costs and profits; current standard costs; profits and losses resulting from price changes; waste, scrap, by-products, and joint products; and interest as a cost of manufacturing.

The textbook contains many pertinent illustrations.

Bonbrestor, Charles F., COST ACCOUNTING, John Wiley & Sons, Inc., New York, New York, 1947.

Pages: 692

Price: $6.50

Appreciation:

COST ACCOUNTING presents the following topics: departmental accounting for a trading concern; general accounting for the factory; cost accounting for the factory; requisitions; process cost accounting; job cost accounting; cost reports; books of original entry; materials and supplies; labor burden in job cost accounting; combinations of cost accounting methods; expense distribution; control of factory expenses; burden application; effect of volume on cost and profits; current standard costs; profits and losses resulting from price changes; waste, scrap, by-products, and joint products; and interest as a cost of manufacturing.

The textbook contains many pertinent illustrations.

Schmidt, Leo A. and Bergstrom, William, FUNDAMENTAL ACCOUNTING, Richard D. Irwin, Inc., Homewood, Illinois, 1952.

Pages: 530

Price: $5.75

Annotation:

FUNDAMENTAL ACCOUNTING is a basic elementary textbook geared to management's use. Section I gives complete background information; Section II develops the mechanical means necessary to establish the fundamental principles on a practical basis; Section III develops the theory of valuation and income-determination in terms of each balance sheet item; Section IV deals with the nature of partnerships and their accounting problems; Section V discusses the nature of the corporation and its accounting problems; Section VI deals with job and process-cost accounting; Section VII develops account classifications and statement usage and analysis. Pertinent problems are a part of each chapter.

The following topics are included: refinement of the capital account; merchandise accounts and cost of sales; special-columns principle; specialized books of original entry; voucher system; accounting machine techniques; maintenance, land, natural resources, and depletion; equities; partnerships; and corporations; analysis of a single year's statements.

Solwald, Leo A. and Bergstrom, William. FUNDAMENTAL ACCOUNTING. Richard D. Irwin, Inc., Homewood, Illinois, 1952.

Pages: 530

Price: $5.75

Approach:

FUNDAMENTAL ACCOUNTING is a basic elementary textbook geared to management's use. Section I gives complete background information; Section II develops the mechanical means necessary to establish the fundamental principles on a practical basis; Section III develops the theory of valuation and income-determination in terms of each balance sheet item; Section IV deals with the nature of partnerships and their accounting problems; Section V discusses the nature of the corporation and its accounting problems; Section VI deals with job and process-cost accounting; Section VII develops accounts classifications and statement usage and analysis. Pertinent problems are a part of each chapter.

The following topics are included: refinement of the capital account; merchandise accounts and cost of sales; capital-income principle; specialized books of original entry; voucher system; accounting machine techniques; maintenance, land, natural resources, and depletion; equities; partnerships; and corporations; analysis of a single year's statements.

Sherwood, J. F. and Chase, Franklin T., PRINCIPLES OF COST ACCOUNTING, SECOND EDITION, South-Western Publishing Company, New Rochelle, New York, 1947.

Pages: 295

Price: $2.13

Annotation:

PRINCIPLES OF COST ACCOUNTING, SECOND EDITION, is designed as an intensive, practical course, covering the fundamentals of cost accounting. Special consideration is given to cost accounting information required on government contracts. Additional supplementary problems are given at the end of each chapter to provide for flexibility in the course, or for reviewing the subject matter.

The following titles are included: introduction to cost accounting; accounting for materials and labor; factory overhead expenses; application of principles--job cost system; process and standard cost accounting; miscellaneous cost factors; and supplementary problems.

Harwood, J. F. and Chase, Franklin T., PRINCIPLES OF COST ACCOUNTING, SECOND EDITION, South-Western Publishing Company, New Rochelle, New York, 1957.

Price: $95

Pages: 62.1

Description:

PRINCIPLES OF COST ACCOUNTING, SECOND EDITION, is designed as an intensive, practical course, covering the fundamentals of cost accounting. Special consideration is given to cost accounting information required on government contracts. Additional supplementary problems are given at the end of each chapter to provide for flexibility in the course, or for review-ing the subject matter.

The following titles are included: Introduction to cost accounting; accounting for materials and labor; factory overhead expenses; application of principles--job cost system; process and standard cost accounting; miscellaneous cost factors; and supplementary problems.

Sherwood, J. F. and Miswonger, Rollin C., INCOME TAX PROCEDURE, South-Western Publishing Company, New Rochelle, New York, 1948.

Pages: 223

Price: $3.75

Annotation:

INCOME TAX PROCEDURE is a comprehensive, combination textbook and workbook containing a simple and nontechnical presentation of income tax information needed in preparing returns for individuals, partnerships, and corporations. Working papers included in the textbook are perforated to facilitate their use.

Photographic reproductions of the following model filled-in returns appear in the textbook: Forms W-2, W-3, and W-4; return forms 941, 1040A, 1040ES, 1040, 1065, and 1120; Capital Gain and Loss Schedules C and D.

The following tax tables are reproduced: percentage method withholding table; wage-bracket withholding tables; optional tax table for incomes under $5,000; tentative combined normal tax and surtax table; tax reduction table; corporation taxes--normal and surtax.

The authors have interpreted all of the important provisions of the income tax law regulations which apply to most tax payers.

Shurtwood, J. K. and Mlswanger, Rollin C., INCOME TAX PROCEDURE, South-Western Publishing Company, New Rochelle, New York, 1948.

Pages: 253

Price: $3.75

Annotation:

INCOME TAX PROCEDURE is a comprehensive, combination textbook and workbook containing a simple and nontechnical presentation of income tax information needed in preparing returns for individuals, partnerships, and corporations. Working papers included in the textbook are performated to facilitate their use.

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The following tax tables are reproduced: percentage method withholding table; wage-bracket withholding tables; optional tax table for incomes under $5,000; tentative combined normal tax and surtax table; tax reduction table; correction taxes--normal and surtax.

The authors have interpreted all of the important provisions of the income tax law regulations which apply to most tax payers.

Sherwood, J. F. and Pendery, John A., PAYROLL RECORDS AND ACCOUNTING, South-Western Publishing Company, New Rochelle, New York, 1950.

Pages: 264

Price: $3.00

Annotation:

PAYROLL RECORDS AND ACCOUNTING is a combination textbook and workbook which emphasizes the need for payroll records, methods of computing wages and salaries, and methods of keeping records and making government reports.

Model filled-in returns prepared on official forms are reproduced, and all required stationery including official blank forms is provided.

Special attention is given to the social security aspects of payroll accounting, and to the preparation of Federal and State payroll tax returns.

Sherwood, J. F., Boling, Clem and Carson, A. B., COLLEGE ACCOUNTING, South-Western Publishing Company, New Rochelle, New York, 1951.

Pages: 752

Price: $3.19

Annotation

COLLEGE ACCOUNTING is an elementary accounting textbook designed particularly for junior colleges or for a comprehensive one-year course in the senior college.

The subject matter consists of three parts: proprietorship, emphasizing mercantile and personal service enterprises; partnership and corporate enterprises; and corporations, emphasizing industrial and manufacturing enterprises.

Accompanying workbooks, which stress practical accounting problems, provide practice assignments correlating with the textbook assignments.

Sherwood, J. F., Boling, Clem and Carson, A. B., SECRETARIAL ACCOUNTING, FIFTH EDITION, South-Western Publishing Company, New Rochelle, New York, 1951.

Pages: 575

Price: $2.75

Annotation:

SECRETARIAL ACCOUNTING, FIFTH EDITION, consists of a textbook, with a correlating workbook, and optional selections of practice sets for various types of courses. Four practice sets are available to provide actual experience in keeping particular books: mercantile, legal, physicians' and surgeons', and small business.

The twenty textbook assignments include theory exercises, practical accounting problems, supplementary problems, analysis tests, and a final examination. Special emphasis is given to payroll and tax procedures. The recommendations of the American Institute of Accountants are followed in the treatment of prepaid expenses, taxes, and financial statements.

SECRETARIAL ACCOUNTING, FIFTH EDITION, is readily adaptable to the following types of courses: general secretarial, medical secretarial, legal secretarial, and executive secretarial.

Sherwood, J. S., Smith, Olum and Burton, A. M., SECRETARIAL ACCOUNTING, FIFTH EDITION, South-Western Publishing Company, New Rochelle, New York, 1951.

Pages: 576

Price: $2.75

Annotation:

SECRETARIAL ACCOUNTING, FIFTH EDITION, consists of a textbook, with a corresponding workbook, and optional selections of business sets for various types of courses. Four practice sets are available to provide actual experience in keeping secretarial books: mercantile, legal, physicians' and surgeons', and small business.

The theory textbook assignments include theory exercises, practical accounting problems, supplementary problems, analysis tests, and a final examination. Special emphasis is given to payroll and tax procedures. The recommendations of the American Institute of Accountants are followed in the treatment of prepaid expense, bonds, and financial statements.

SECRETARIAL ACCOUNTING, FIFTH EDITION, is readily adaptable to the following types of courses: general secretarial, medical secretarial, legal secretarial, and executive secretarial.

Silverstein, Nathan L., CORPORATION FINANCES SIMPLIFIED, American Technical Society, Chicago, Illinois, 1949.

Pages: 309

Price: $3.75

Annotation:

CORPORATION FINANCES SIMPLIFIED describes the principles that underlie the financing of a modern corporation in a realistic manner discarding abstract theory, monotonous statistics, and remotely related information. The various practices and policies with their effect on the corporation and investor are discussed in detail.

The book gives attention to the following topics: corporation finance; nature and management of a corporation; raising capital; stocks; corporate indentures; bonds; financial structures; marketing of securities; bond retirement; business expansion; current capital; income determination, reserves, and surplus; and dividends and dividend policy.

Silverstein, Manuel L., CORPORATION FINANCE SIMPLIFIED, American Technical Society, Chicago, Illinois, 1949.

Pages: 309

Price: $3.75

Description:

CORPORATION FINANCES SIMPLIFIED describes the principles that underlie the financing of a modern corporation in a readable manner discarding abstract theory, monotonous statistics, and remotely related information. The various practices and policies with their effect on the corporation and investor are discussed in detail.

The book gives attention to the following topics: corporate finance; nature and management of a corporation; raising capital; stocks; corporate indentures; bonds; financial structures; marketing of securities; bond refinement; business expansion; current capital; income determination, reserves, and surplus; and dividends and dividend policy.

Specthrie, Samuel Waldo, INDUSTRIAL ACCOUNTING--BRIEF COURSE, Barnes and Noble, Inc., New York, New York, 1947.

Pages: 280

Price: $4.65

Annotation:

INDUSTRIAL ACCOUNTING--BRIEF COURSE deals with basic cost and managerial accounting for technical and industrial management. The textbook gives a firm foundation in basic accounting procedures together with a clear and concise treatment of the essentials of cost accounting theory and practice. Emphasis is placed on accounting data essential in making managerial decisions.

The following topics are discussed: the accounting equation--income and expense; the account: debit and credit analysis of transactions; the ten-column worksheet; control accounts and subsidiary ledgers; manufacturing costs; factory burden: nature, accumulation, measurement, distribution methods; the financial statements and closing entries; measurement of operating results; and formation of business policies.

Sperling, Samuel Melle. INDUSTRIAL ACCOUNTING--DRILL COURSE. Barnes and Noble, Inc., New York, New York, 1947.

Form: 220

Price: $4.65

Description:

INDUSTRIAL ACCOUNTING--DRILL COURSE deals with basic cost and managerial accounting for economical and industrial management. The textbook gives a firm foundation in basic accounting procedures together with a clear and concise summary of the essentials of cost accounting theory and practice. Emphasis is placed on accounting data essential in making managerial decisions.

The following topics are discussed: the accounting equation--debits and credits; the account: debit and credit analysis of transactions; the ten-column worksheet; control accounts and subsidiary ledgers; manufacturing costs; factory burden: types, accumulation, measurement, distribution methods; the financial statements and closing entries; measurement of operating results; and formation of business policies.

Specthrie, Samuel Waldo, INDUSTRIAL ACCOUNTING--COMPLETE COURSE, Prentice-Hall, Inc., New York, New York, 1947.

Pages: 395

Price: $5.00

Annotation:

INDUSTRIAL ACCOUNTING--COMPLETE COURSE is designed especially for engineering, industrial, and business students. The book gives a complete coverage of principles and processes applicable to industrial accounting.

The first semester's work includes such topics as: the accounting equation, income and expense, analysis of transactions, the simple journal, special journals, the trial balance, the financial statements, the ten-column work sheet, accounting for corporate net worth, and accounting for corporate long-term debt.

The second semester's work includes the following topics: manufacturing costs, the normal burden rate, the underabsorbed and overabsorbed factory burden, the financial statement and closing entries, and using the accounting for: control of business expenses; for measurement of the operating results; and for formation of the business policies.

Spencer, Samuel Hoyt, INDUSTRIAL ACCOUNTING--CONCRETE COURSE, Prentice-Hall, Inc., New York, 1947.

Pages: 395

Price: $5.00

Annotation:

INDUSTRIAL ACCOUNTING--CONCRETE COURSE is designed especially for engineering, industrial, and business students. The book gives a complete coverage of principles and processes applicable to industrial accounting.

The first semester's work includes such topics as: the accounting equation, income and expense, analysis of transactions, the simple journal, special journals, the trial balance, the financial statements, the two-column work sheet, accounting for corporate net worth, and accounting for corporate long-term debt.

The second semester's work includes the following topics: manufacturing costs, the normal burden rate, the underabsorbed and overabsorbed factory burden, the financial statement and closing entries, and dealing the accounting for: control of business expenses; for measurement of the operating results; and for formation of the business policies.

Specthrie, Samuel Waldo, BASIC COST ACCOUNTING, Prentice-Hall, Inc., New York, New York, 1950.

Pages: 299

Price: $3.75

Annotation:

BASIC COST ACCOUNTING is a one-semester book presenting an analysis of job-lot cost accounting, process cost accounting, operational cost accounting, cost accounting with the use of standards; and cost accounting for residuals, by-products, and joint products.

One-third of the book is devoted to the treatment of Standard Costs. Five chapters are allowed to the subject of Factory Burden and one for Variable Burden Budgets. At the close of each chapter are two sets of homework or laboratory problems--the second set of problems are of a more difficult nature.

Spacthwle, Samuel Wade. BASIC COST ACCOUNTING. Prentice-Hall, Inc., New York, New York, 1950.

Pages: 290

Price: $3.75

Annotation:

BASIC COST ACCOUNTING is a one-semester book presenting an analysis of job-lot cost accounting, process cost accounting, uncertainal cost accounting, cost accounting with the use of standards; and cost accounting for residuals, by-products, and joint products.

One-third of the book is devoted to the treatment of standard costs. Five chapters are allowed to the subject of Factory Burden and one for Variable Burden Budgets. As the close of each chapter are two sets of homework or laboratory problems--the second set of problems are of a more difficult nature.

Sunley, William T. and Carter, William J., CORPORATION ACCOUNTING, REVISED EDITION, The Ronald Press Company, New York, New York, 1944.

Pages: 543

Price: $5.00

Annotation:

CORPORATION ACCOUNTING, REVISED EDITION, gives consideration to accounting situations which are distinctly of a corporate nature. The various combinations of conditions that may surround transactions with their effect on application of accounting principles are discussed in detail. Wherever practicable each transaction is examined in the light of applying the accounting principles to its expression in records and is illustrated with specific examples. Where law and accounting principles intertwine the accountant need obtain the current statute and apply the book's methods to arrive at a logical conclusion.

The book brings into focus changes and developments in recent years as stated by the Securities Exchange Acts, opinions of the Securities Exchange Commission, court decisions, and changes in corporation law.

Reissuance of reacquired shares, quasi-reorganizations, unamortized discount and redemption premiums on refunded bond issues, surplus from revaluation, and combining of income and surplus statements are typical of the topics presented.

Bailey, William T. and Garber, William L., CORPORATION ACCOUNTING, REVISED EDITION, The Ronald Press Company, New York, New York, 1964.

Pages: 543

Price: $5.00

Annotation:

CORPORATION ACCOUNTING, REVISED EDITION, gives consideration to accounting situations which are distinctly of a corporate nature. The various combinations of conditions that may surround transactions with their effect on application of accounting principles are discussed in detail. Wherever practicable each transaction is examined in the light of applying the accounting principles to the expression in records and is illustrated with specific examples. Where law and accounting principles intervene the accountant need obtain the current statute and apply the book's methods to arrive at a logical conclusion.

The book brings into focus changes and developments in recent years as stated by the Securities Exchange Acts, opinions of the Securities Exchange Commission, court decisions, and changes in corporation law.

Relevance of treasured shares, quasi-reorganizations, unamortized discount and redemption premiums on refunded bond issues, surplus from revaluation, and combining of income and surplus statements are typical of the topics presented.

Taylor, Jacob B. and Miller, Hermann C., C.P.A. PROBLEMS AND QUESTIONS IN THEORY AND AUDITING, McGraw-Hill Book Company, Inc., New York, New York, 1951.

Pages: 598

Price: $7.50

Annotation:

C.P.A. PROBLEMS AND QUESTIONS IN THEORY AND AUDITING contains 233 problems covering the various subjects and types of accounting problems and emphasizing current trends in accounting practice. A thorough review of accounting principles and practice are presented to meet the needs of the candidates for the Certified Public Accountant Examinations.

The following topics are included: financial and operating statements--their preparation, revision, and analysis; types of organization; proprietorships, partnerships, and corporations; mergers and consolidations; special problems; theory and auditing questions; bank brokerage and foreign exchange; budgets; consignments, branch, retail and cost accounting; governmental, institutional and insurance accounting; real estate--contractors accounts; and a complete Certified Public Accountant Examination.

Taylor, Jacob H. and Miller, Herman C., C.P.A. PROBLEMS AND QUESTIONS IN THEORY AND AUDITING. McGraw-Hill Book Company, Inc., New York, New York, 1951.

Pages: 592

Price: $7.50

Annotation:

C.P.A. PROBLEMS AND QUESTIONS IN THEORY AND AUDITING contains 233 problems covering the various subjects and types of accounting problems and emphasizing current trends in accounting practice. A thorough review of accounting principles and practice are presented to meet the needs of the candidates for the Certified Public Accountant Examinations.

The following topics are included: financial and operating statements--their preparation, revision, and analysis; types of organization; proprietorships, partnerships, and corporations; mergers and consolidations; special problems; theory and auditing questions; bank brokerage and foreign exchange; budgets; consignments, branch, retail and cost accounting; governmental, institutional and insurance accounting; real estate--contractors accounts; and a complete Certified Public Accountant Examination.

Tunick, Stanley B. and Saxe, Emanuel, FUNDAMENTAL ACCOUNTING, THEORY AND PRACTICE, Prentice-Hall, Inc., New York, New York, 1950.

Pages: 914

Price: $5.50

Annotation:

FUNDAMENTAL ACCOUNTING, THEORY AND PRACTICE, is designed for courses starting with the single proprietorship approach. The introductory chapter stresses the business background of accounting with the role of accounting in business shown in proper perspective.

The book may be used as a text for accounting majors or for those who desire but a short course in accounting. The material is presented in as nearly a self-teaching manner as possible. The accounting research bulletins of the American Institute of Accountants are used wherever possible. Visual aids--charts and diagrams are used in high lighting and clarifying the written material.

Tuttle, Stanley R. and Zaxo, Bernard, FUNDAMENTAL ACCOUNTING THEORY AND PRACTICE, Prentice-Hall, Inc., New York, New York, 1950.

Pages: 914

Price: $5.50

Annotation:

FUNDAMENTAL ACCOUNTING, THEORY AND PRACTICE, is designed for courses starting with the single proprietorship approach. The introductory chapter stresses the business background of accounting with the role of accounting in business shown in proper perspective.

The book may be used as a text for accounting majors or for those who desire but a short course in accounting. The material is presented in as nearly a self-teaching manner as possible. The accounting research bulletins of the American Institute of Accountants are used wherever possible. Visual aids--charts and diagrams are used in high lighting and clarifying the written material.

Vance, Lawrence L., THEORY AND TECHNIQUE OF COST ACCOUNTING, The Foundation Press, Inc., Brooklyn, New York, 1952.

Pages: 612

Price: $5.50

Annotation:

THEORY AND TECHNIQUE OF COST ACCOUNTING is designed for the accounting student of today and especially for the engineering and management student because only a knowledge of accounting fundamentals is presumed. Cost accounting is treated as a phase of management and the "how" and "why" are completely integrated. Actual cost accounting forms are reproduced.

Such topics as the following are discussed: nature and uses of cost accounting; basic techniques; voucher system and factory ledger; control of materials; labor and costs and control; overhead costs; periodic statements and reports; joint and by-product costs; estimated cost systems; refined analysis of standard cost variances; budgeting; and managerial cost analysis.

Vance, Lawrence L., THEORY AND TECHNIQUE OF COST ACCOUNTING, The Foundation Press, Inc., Brooklyn, New York, 1952.

Pages: 612

Price: $5.50

Annotation:

THEORY AND TECHNIQUE OF COST ACCOUNTING is designed for the accounting student of today who specially for the engineering and management student because only a knowledge of accounting fundamentals is presumed. Cost accounting is treated as a phase of management and the "how" and "why" are completely integrated. Actual cost accounting forms are reproduced.

Such topics as the following are discussed: nature and uses of cost accounting; basic techniques, voucher system and factory ledger; control of materials; labor and costs and controls; overhead costs; periodic statements and reports; joint and by-product costs; estimated cost systems; method analysis of standard cost variances; budgeting; and managerial cost analysis.

Van Sickle, Clarence L., COST ACCOUNTING, SECOND EDITION, Harper & Brothers, New York, New York, 1947.

Pages: 889

Price: $6.00

Annotation:

COST ACCOUNTING, SECOND EDITION, shows the relationship between cost accounting and the various phases of manufacturing and marketing. Emphasis is placed on cost relationships in industrial engineering and management.

The book is divided into eight sections: Part I, cost applications; Part II, cost factors; Part III, cost elements; Part IV, cost systems--the older actual cost types; Part V, standard cost systems; Part VI, cost adaptation; Part VII, market cost systems; and Part VIII, budgetary control.

The book has approximately 250 pages of questions and problems. An excellent bibliography pertinent to the subject of cost accounting is included.

Van Riper, Clarence E., COST ACCOUNTING, SECOND EDITION, Harper & Brothers, New York, New York, 1949.

Pages: 589

Price: $5.00

Description:

COST ACCOUNTING, SECOND EDITION, shows the relationship between cost accounting and the various phases of manufacturing and marketing. Emphasis is placed on cost relationships in industrial engineering and management.

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The book has approximately 250 pages of questions and problems. An excellent bibliography pertinent to the subject of cost accounting is included.

Wade, Harry H., FUNDAMENTALS OF ACCOUNTING, THIRD EDITION, John Wiley & Sons, Inc., New York, New York, 1951.

Pages: 367

Price: $4.75

Annotation:

FUNDAMENTALS OF ACCOUNTING, THIRD EDITION, places emphasis on the significance and limitations of financial statements and basic accounting procedures and concepts. The techniques of bookkeeping are limited to the minimum required for an understanding of the basic principles. Illustrative financial statements from published annual corporate reports are found in the first appendix, and alternate adjusting and readjusting entries in the second.

The textbook includes the following topics: the three fundamental equations; the balance sheet; the profit and loss statement; the statement of capital; recording transactions--the trial balance; special journals; adjusting entries and the adjusted trial balance; the worksheet, preparation of statements, and closing process; the voucher system; cash, receivables, and inventory; fixed assets; liabilities; partnerships; corporate accounts and records; manufacturer's statements and accounts; and basic cost accounting procedures.

Wade, Henry H., FUNDAMENTALS OF ACCOUNTING, THIRD EDITION, John Wiley & Sons, Inc., New York, New York, 1951.

Pages: 367

Price: $4.75

Description:

FUNDAMENTALS OF ACCOUNTING, THIRD EDITION, places emphasis on the significance and limitations of financial statements and basic accounting procedures and concepts. The techniques of bookkeeping are limited to the minimum required for an understanding of the basic principles. Illustrative financial statements from published annual corporate reports are found in the first appendix, and alternate adjusting and reversing entries in the second.

The textbook includes the following topics: the three fundamental equations; the balance sheet; the profit and loss statement; the statement of capital; recording transactions--the trial balance; special journals; adjusting entries and the adjusted trial balance; the worksheet, preparation of statements, and closing process; the voucher system; cash, receivables, and inventory; fixed assets; liabilities; partnership; corporate accounts and records; manufacturer's statements and accounts; and basic cost accounting procedures.

White, John Arch, ELEMENTARY ACCOUNTING, THIRD EDITION, D. C. Heath and Company, Boston, Massachusetts, 1949.

Pages: 672

Price: $5.25

Annotation:

ELEMENTARY ACCOUNTING, THIRD EDITION, uses the simplified equation and balance sheet approach. The textbook features complete illustrations of the whole bookkeeping process. By careful choice of material, the length of the course may be made flexible to meet the needs of the student.

There are three practice sets used with the textbook: a sole proprietorship, a partnership, and a corporation set.

Topics presented in the textbook include: the accounting equation, the ledger and journal, adjusting entries, financial statements, negotiable instruments, partnerships and their organization, corporations, bonds and bond sinking funds, cost accounting, and analysis and interpretation of financial statements.

Wolfe, John Arch, ELEMENTARY ACCOUNTING, THIRD EDITION, D. C. Heath and Company, Boston, Massachusetts, 1949.

Pages: 576

Price: $5.25

Annotation:

ELEMENTARY ACCOUNTING, THIRD EDITION, uses the simplifying equation and balance sheet approach. The textbook features complete illustrations of the whole bookkeeping process. By careful choice of material, the length of the course may be made flexible to meet the needs of the student.

There are three practice sets used with the textbook: a sole proprietorship, a partnership, and a corporation set.

Topics presented in the textbook include: the accounting equation, the ledger and journal, adjusting entries, financial statements, negotiable instruments, partnerships and their organization, corporations, bonds and bond sinking funds, cost accounting, and analysis and interpretation of financial statements.

Winter, Sidney G., CERTIFIED PUBLIC ACCOUNTANT REVIEW AND SOLUTIONS, REVISED, Prentice-Hall, Inc., New York, New York, 1946.

Pages: 633 REVIEW

661 SOLUTIONS

Price: $4.75 REVIEW

$6.75 SOLUTIONS

Annotation:

CERTIFIED PUBLIC ACCOUNTANT REVIEW AND SOLUTIONS, REVISED, is made up in two parts. Part I is arranged on a four-step plan. Each section is introduced with a list of references to the points under consideration which may be used as a guide for the student. The second step provides review questions as a means of checking the student's knowledge of the basic fundamentals under consideration. The third step includes detailed problem material which provides the student with a fuller treatment of the fundamentals being considered. The last step includes examination problems taken directly from the various State Boards and the American Institute of Accountants Examinations.

There are over 1,300 problems and questions included in this revision.

The SOLUTIONS VOLUME is in separate loose-leaf form and includes the solutions to all problems as well as practical hints for use in the examination room.

Winter, Sidney G., CERTIFIED PUBLIC ACCOUNTANT REVIEW AND SOLUTIONS, REVISED, Prentice-Hall, Inc., New York, New York, 1946.

Price: $33 REVIEW

$21 SOLUTIONS

Price: $4.75 REVIEW

$3.75 SOLUTIONS

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The SOLUTIONS VOLUME is in separate loose-leaf form and includes the solutions to all problems as well as practical hints for use in the examination room.

Zelliot, Ernest A. and Leidner, Walter E., ZELLIOT-LEIDNER BOOKKEEPING, INTRODUCTORY, Prentice-Hall, Inc., New York, New York, 1947.

Pages: 597

Price: $2.20

Annotation:

ZELLIOT-LEIDNER BOOKKEEPING, INTRODUCTORY, presents the authors' original time-saving methods for teaching the fundamental principles of bookkeeping. Each chapter is short and devoted to one topic or a small group of related features. The learner proceeds logically from one step to the next with a minimum of confusion.

The following types of teaching aids are included: discussion and review questions, word lists, arithmetic aids, penmanship pointers, and supplementary exercises.

The textbook contains hundreds of charts and illustrations. One outstanding feature of this book is the "stair-step method" used in building bookkeeping power.

Zelliot, Ernest A. and Leidner, Walter E., ZELLIOT-LEIDNER BOOKKEEPING, ADVANCED, Prentice-Hall, Inc., New York, New York, 1948.

Pages: 565

Price: $2.40

Annotation:

ZELLIOT-LEIDNER BOOKKEEPING, ADVANCED, provides a complete training in bookkeeping for those who desire vocational training for positions as bookkeepers; those who wish a broader knowledge of business record keeping for its value in management; and those who need basic preparation for the study of accounting on a professional basis.

Each chapter is relatively short and devoted to one main theme. The practice exercises at the end of each chapter are supplemented by exercises in the appendix.

In addition to the coverage of partnership and corporation accounting the following subjects are covered in detail: fixed assets, bad debts, budget planning in business, machine bookkeeping, and auditing.

Mellot, Bruce A. and Leidner, Walter S., BELLIOT-LEIDNER BOOKKEEPING, ADVANCED, Prentice-Hall, Inc., New York, New York, 1948.

Pages: 565

Price: $2.40

Evaluation:

BELLIOT-LEIDNER BOOKKEEPING, ADVANCED, provides a complete training in bookkeeping for those who desire vocational training for positions as bookkeepers; those who wish a broader knowledge of business record keeping for its value in management; and those who need basic preparation for the study of accounting on a professional basis.

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In addition to the coverage of partnership and corporation accounting the following subjects are covered in detail: fixed assets, bad debts, budget planning in business, machine bookkeeping, and auditing.

ANNOTATED BIBLIOGRAPHY

of

BUSINESS ENGLISH

TEXTBOOKS

Allen, Ralph B., ENGLISH GRAMMAR, American Book Company, Boston, Massachusetts, 1950.

Pages: 303

Price: $2.95

Annotation:

ENGLISH GRAMMAR is a complete source book which may be used as a text or for reference. Each chapter is devoted to a single part of speech or to a particular grammatical construction.

Ample exercises for intensifying and reviewing English usage are grouped at the back of the book and are coded for easy cross-reference.

The complete index facilitates the use of the book as a reference manual. Spelling, punctuation, and syllabication are emphasized throughout the book.

Allen, Ralph B., ENGLISH GRAMMAR, American Book Company, Boston, Massachusetts, 1930.

Pages: 303

Price: $2.95

Annotation:

ENGLISH GRAMMAR is a complete course book which may be used as a text or for reference. Each chapter is devoted to a single part of speech or to a particular grammatical construction.

Ample exercises for intensifying and reviewing English usage are grouped at the back of the book and are coded for easy cross-reference.

The complete index facilitates the use of the book as a reference manual. Spelling, punctuation, and syllabication are emphasized throughout the book.

Aurner, Robert R., EFFECTIVE COMMUNICATION IN BUSINESS, THIRD EDITION, South-Western Publishing Company, New Rochelle, New York, 1950.

Pages: 725

Price: $4.75

Annotation:

EFFECTIVE COMMUNICATION IN BUSINESS, THIRD EDITION, is a basic textbook containing a brief, intensive review of English grammar, and examples of many realistic stories, episodes, and communications which have been used successfully in business. The reference section comprises six important divisions: letter guide, addresses and salutations, word division, information sources, footnotes, quotations, bibliography, and reading for background information.

The simplified punctuation chart on the back cover of the textbook is a real asset. Throughout the textbook the problems are streamlined and challenging. A workbook containing problems arranged for effective teaching and grading is available.

The chapters on "How to Dictate" and "Effective Business Speaking" are valuable sources of information.

Aumer, Robert R., EFFECTIVE COMMUNICATION IN BUSINESS, THIRD EDITION, South-Western Publishing Company, New Rochelle, New York, 1970.

Pages: 795

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The chapters on "How to Dictate" and "Effective Business Speaking" are valuable sources of information.

Babenroth, A. Charles and Parkhurst, Charles Chandler, MODERN BUSINESS ENGLISH, FOURTH EDITION, Prentice-Hall, Inc., New York, New York, 1949.

Pages: 650

Price: $5.00

Annotation:

MODERN BUSINESS ENGLISH, FOURTH EDITION, places equal emphasis on principles of business and business letter writing. The student is given a good background of business principles, and instructed in the fundamentals of clear expression as they apply to the writing of business letters and reports.

Part I of the book deals with the general principles of learning to write; the physical make-up of letters; qualities conducive to effectiveness: compactness, concreteness, character, and cheerfulness; and the grammar and punctuation of business letters.

Part II deals with the writing of effective types of business letters: sales, follow-up sales, application, introduction, reference, recommendation, credit, collection, claims and adjustment, inquiry, and form letters. Considerable attention is given to the writing of business reports. In the back of the book there is a glossary of common grammatical terms, verb conjugations, and commonly misspelled words.

Each chapter was read and revised by a businessman or woman who was dealing with the particular phases of English usage being considered in the chapter.

Hanscomb, A. Charles and Teichmann, Charles Chandler, MODERN BUSINESS ENGLISH, FOURTH EDITION, Prentice-Hall, Inc., New York, New York, 1962.

Pages: 350

Price: $5.00

Annotation:

MODERN BUSINESS ENGLISH, FOURTH EDITION, places equal emphasis on principles of business and business letter writing. The student is given a good background of business principles, and instructed in the fundamentals of clear expression as they apply to the writing of business letters and reports.

Part I of the book deals with the general principles of learning to write: the physical make-up of letters: qualities conducive to effectiveness: completeness, concreteness, character, and cheerfulness: and the grammar and punctuation of business letters.

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Each chapter was read and reviewed by a businessman or woman who was dealing with the particular phase of English usage being considered in the chapter.

Bailey, J. O., PROPER WORDS IN PROPER PLACES, American Book Company, Boston, Massachusetts, 1952.

Pages: 473

Price: $3.25

Annotation:

PROPER WORDS IN PROPER PLACES offers a complete coverage of reading and writing for college students. The subject matter extends from the elements of correctness in simple themes to methods for effective presentation of research materials.

Liberal recognition is given to the various levels of acceptable English. Theme assignments occur in the exercises throughout the book and a wide variety of topics are suggested.

Each chapter is a complete unit in itself and may be studied at any time without reference to the rest of the book. Part I--Writing Themes includes: outlining as the essential way of organizing ideas, the techniques of paragraph writing, and the problems involved in writing 500-word themes in the four forms of discourse. Part II--Revising Themes stresses: spelling, grammar, punctuation, diction, vocabulary, and sentence structure. Part III--Writing Longer Papers deals with the organization of papers in the four forms of discourse, and the research paper. Part IV--Reading includes: material for dealing with the basic technique from the understanding of words to the perception and interpretation of what one reads.

Bailey, J. O., PROSE WORKS IN MODERN FRENCH, American Book Company, New York, Indianapolis, 1952.

Pages: 473

Price: $3.50

Description:

PROSE WORKS IN MODERN FRENCH offers a complete coverage of reading and writing for college students. The subject matter ranges from the classics of literature in simple phrase to models for effective presentation of research materials.

Liberal recognition is given to the various levels of acceptable English. Those deficiencies occur in the exercises interspersed the book and a wide variety of topics are suggested.

Each chapter is a complete unit in itself and may be treated at any time without reference to the rest of the book. Part I--Writing Themes Indices: outlining as the essential key of organizing ideas, the composition of paragraph writing, and the problems involved in writing 300-word themes in the four forms of discourse. Part II--Analyzing Themes Essays: topics, process, narration, diction, vocabulary, and sentence structure. Part III--Writing Longer Papers dealing with the organization of papers in the four forms of discourse, and the research paper. Part IV--Reading Indices: material for dealing with the whole textbook from the understanding of works to the perception and interpretation of what one reads.

Bender, James F., MAKE YOUR BUSINESS LETTERS MAKE FRIENDS, McGraw-Hill Book Company, Inc., New York, New York, 1952.

Pages: 300

Price: $3.75

Annotation:

MAKE YOUR BUSINESS LETTERS MAKE FRIENDS is a rather unique business English textbook wherein the author shows that all letters are in effect sales letters.

Concrete suggestions are given for improving the quality and effectiveness of the business letter by training the student to develop a distinctive style, clever organization, and an efficient effective manner of dictation.

The elimination of wasteful words and trite expressions are stressed throughout the book.

Brown, Stanley M. and Doris, Lillian, THE BUSINESS EXECUTIVE'S HANDBOOK, THIRD EDITION, REVISED AND ENLARGED, Prentice-Hall, Inc., New York, New York, 1947.

Pages: 1600

Price: $5.60

Annotation:

THE BUSINESS EXECUTIVE'S HANDBOOK, THIRD EDITION, REVISED AND ENLARGED, contains a treasury of modern business information. The reader is provided with a wealth of helpful, up-to-date suggestions and procedures, ideas, outlines, tested methods, time-saving forms, shortcuts, charts and tables, specimen sales contracts, and numerable other data.

Banker, Jane F., MAKE YOUR BUSINESS LETTERS MAKE FRIENDS, McGraw-Hill Book Company, Inc., New York, New York, 1952.

Pages: 320

Price: $3.75

Annotation:

MAKE YOUR BUSINESS LETTERS MAKE FRIENDS is a rather unique business English textbook wherein the author shows that all letters are in effect sales letters.

Numerous suggestions are given for improving the quality and effectiveness of the business letter by creating the atmosphere to develop a distinctive style, clever organization, and an efficient effective manner of dictation.

The elimination of wasteful words and trite expressions are stressed throughout the book.

Brown, Stanley M. and Doris, Lillian, THE BUSINESS EXECUTIVE'S HANDBOOK, TRIM MOTION, REVISED AND ENLARGED, Prentice-Hall, Inc., New York, New York, 1947.

Pages: 1000

Price: $5.00

Annotation:

THE BUSINESS EXECUTIVE'S HANDBOOK, TRIM MOTION, REVISED AND ENLARGED, contains a treasury of modern business information. The reader is provided with a wealth of helpful, up-to-date suggestions and procedures, ideas, outlines, tested methods, time-saving forms, checklists, charts and tables, appropriate sales contracts, and numerable other data.

Buckley, Earle A., HOW TO WRITE BUSINESS LETTERS, THIRD EDITION, McGraw-Hill Book Company, Inc., New York, New York, 1950.

Pages: 238

Price: $3.00

Annotation:

HOW TO WRITE BUSINESS LETTERS, THIRD EDITION, is a basic text dealing with the various types of business letters used in the average modern business office.

The textbook gives a step-by-step discussion of the principles involved and procedures to be followed in the preparation and dictation of particular types of letters: sales, collection, and adjustment.

Such topics as the following are presented: formula for sales letters; how to make a letter productive; letter problems; pointers on letters to different kinds of prospects; pointers on specific types of letters; answers to letter questions; letter don'ts; illustrated letters; letter uses; and dictated letters.

BUCKLEY, Sheila A., HOW TO WRITE BUSINESS LETTERS, THIRD EDITION, McGraw-Hill Book Company, Inc., New York, New York, 1950.

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Each topic on the following are presented: Formula for sales letters; How to make a letter productive; letter problems; matters on letters to different kinds of prospects; pointers on specific types of letters; answers to letter questions; letter don'ts; illustrated letters; letter uses; and dictated letters.

Butterfield, William H., PROBLEMS IN BUSINESS LETTER WRITING, Prentice-Hall, Inc., New York, New York, 1951.

Pages: 128

Price: $1.95

Annotation:

PROBLEMS IN BUSINESS LETTER WRITING contains 24 actual business problems which must be solved by the writing of letters. The problems involve the writing of the following types of letters: inquiries and requests, acknowledging orders, goodwill, sales, promotion, credit, collection, and adjustment.

The book may be used as a basic textbook or as a supplement to a standard textbook. There are detachable sheets with printed letterheads for use with each problem.

Whitefield, William H., PROBLEMS IN BUSINESS LETTER WRITING. (N.Y., McGraw-Hill, Inc., New York, New York, 1951.

Pages: 128

Price: $4.95

Annotation:

PROBLEMS IN BUSINESS LETTER WRITING contains 24 actual business problems which must be solved by the writing of letters. The problems involve the writing of the following types of letters: inquiries and requests, acknowledging orders, goodwill, sales, promotion, credit, collection, and adjustment.

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Butterfield, William H., THE BUSINESS LETTER IN MODERN FORM, ENLARGED EDITION, Prentice-Hall, Inc., New York, New York, 1951.

Pages: 302

Price: $1.50

Annotation:

THE BUSINESS LETTER IN MODERN FORM, ENLARGED EDITION, is an up-to-date guide to the form, structure and mechanical set-up of the business letter.

The book is based on the study of thousands of business letters and is well illustrated with facsimiles of actual letters.

The following topics are discussed: stationery, letter-heads, inside address, salutation, body of the letter, complimentary close, signature, identification line, envelope address, and the proper folding and insertion of the letter into the envelope.

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Clough, Wilson O., GRAMMAR OF ENGLISH COMMUNICATION, J. M. Lippincott Company, Philadelphia, Pennsylvania, 1947.

Pages: 290

Price: $3.75

Annotation:

GRAMMAR OF ENGLISH COMMUNICATION is a clear, scientific, inductive textbook containing much basic explanatory material and a simple system of analysis.

The following topics are presented in the book: preliminary principles; basic elements; verb functions; verb forms; group modifiers: the phrase and clause; simple, complex, and compound sentences; the pronoun and noun; the verbal as a noun and modifier; grammar and everyday speech; and grammar and the art of language.

Clough, Wilson O.. GRAMMAR OF ENGLISH COMMUNICATION. 4: N. Lippincott Company, Philadelphia, Pennsylvania, 1957.

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Collier, Robert, THE ROBERT COLLIER LETTER BOOK, SIXTH EDITION, Barnes & Noble, Inc., New York, New York, 1950.

Pages: 463

Price: $4.25

Annotation:

THE ROBERT COLLIER LETTER BOOK is a compilation of rules, methods, and techniques that have been collected by Mr. Collier during his forty years of day-to-day experience in selling through the mails.

The book contains records of his valuable experiences with the stories back of his successful mail campaigns. Hundreds of these effective letters and circulars are printed verbatim accompanied by clear, pointed advice on how to make your letter bring results.

Conant, W. H., LETTER WRITING IN BUSINESS, McGraw-Hill Book Company, Inc., New York, New York, 1949.

Pages: 323

Price: $3.00

Annotation:

LETTER WRITING IN BUSINESS is a basic course in letter writing emphasizing the principles, procedures, and other information necessary in training the student to write good business letters.

The textbook contains 300 examples of actual business letters which are valuable aids in the teaching of effective business letter writing.

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Comma, W. H., LETTER WRITING IN BUSINESS, McGraw-Hill Book Company, Inc., New York, New York, 1943.

Pages: 323

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Conant, W. H., LETTER WRITING IN BUSINESS, Gregg Publishing Division, McGraw-Hill Book Company, Inc., New York, New York, 1945.

Pages: 331

Price: $3.00

Annotation:

LETTER WRITING IN BUSINESS contains the following types of letters: sales, purchasing, account, engineering, traffic, service, personnel, follow-up, and form.

Three hundred examples of unedited business letters give ample live material which should be of real interest to the learner.

Connelly, Eva L. and Maroney, Thomas P., THE LEGAL SECRETARY, TEXT EDITION, Gregg Publishing Division, McGraw-Hill Book Company, Inc., New York, New York, 1945.

Pages: 296

Price: $2.00

Annotation:

THE LEGAL SECRETARY, TEXT EDITION, provides the student with background information needed in the field of law. Specific instructions for handling legal correspondence, preparing legal documents, and making briefs are presented.

This book contains a 106-page glossary of legal terms with their shorthand outlines.

Anniversary Edition outlines are used.

Gorman, W. R., LETTER WRITING IN BUSINESS, Gregg Publishing Division, McGraw-Hill Book Company, Inc., New York, New York, 1945.

Pages: 331

Price: $3.00

Annotation:

LETTER WRITING IN BUSINESS contains the following types of letters: sales, purchasing, account, engineering, traffic, service, personnel, follow-up, and form.

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Connelly, Eva L. and Torrey, Thomas F., THE LEGAL SECRETARY, TEXT EDITION, Gregg Publishing Division, McGraw-Hill Book Company, Inc., New York, New York, 1945.

Pages: 295

Price: $2.00

Annotation:

THE LEGAL SECRETARY, TEXT EDITION, provides the student with background information needed in the field of law. Specific instructions for handling legal correspondence, preparing legal documents, and making briefs are presented.

This book contains a 100-page glossary of legal terms with their abbreviated outlines.

Anniversary Edition outlines are used.

Crouch, W. George and Zetler, Robert L., A GUIDE TO TECHNICAL WRITING, The Ronald Press Company, New York, New York, 1948.

Pages: 401

Price: $4.00

Annotation:

A GUIDE TO TECHNICAL WRITING is designed to fit the needs of the undergraduate engineer student and the individual who deals with technical problems. Business letters from the files of major corporations throughout the country are studied in detail.

Principles concerning the techniques of articles have been derived from the analysis of many technical and semi-technical published articles. The report problems are taken from actual reports. Speech material is devoted to technical interests.

The textbook includes a section devoted to reviewing fundamental principles of written and spoken English. Such topics as the following are presented: an engineer's day; the business letter--form and substance; types of engineering letters; technical and semitechnical articles; technical reports; speaking techniques; language essentials; and index to English usage.

This book includes a reading list and selected bibliographies.

Grouch, W. George and Zelin, Robert L., A GUIDE TO TECHNICAL WRITING, The Ronald Press Company, New York, 1962.

Pages: 403

Price: $4.00

Annotation:

A GUIDE TO TECHNICAL WRITING is designed to fit the needs of the undergraduate engineer student and the individual who deals with technical problems. Business letters from the files of major corporations throughout the country are studied in detail.

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This book includes a reading list and selected bibliographies.

Doris, Lillian and Miller, Besse May, COMPLETE SECRETARY'S HANDBOOK, Prentice-Hall, Inc., New York, New York, 1951.

Pages: 672

Price: $3.55

Annotation:

COMPLETE SECRETARY'S HANDBOOK explains and shows how to do practically every duty that the secretary might be called upon to do. The textbook is comprehensive without including unnecessary material.

The authors not only drew from their own extensive secretarial experience, but acquired the services of ten top-paid secretaries to guide them in what to include in the book. And to provide authenticity, prominent and successful businessmen and women were called upon to contribute ideas and to check the validity of the statements included in the book.

The textbook's seven sections show: how to write distinctive letters; how to write correctly without errors; how to carry out properly, personal duties for the boss; how to help him keep track of his financial affairs; and how to handle all the special problems that fall to the best paid secretary.

A wealth of expert guidance to develop good judgment, self-reliance, and even poise and confidence is provided.

Such topics as the following are explained and aptly illustrated: how to make your office more attractive, making travel arrangements, how to save time with the telephone, the secret of handling the office mail, spelling made easy, office manners, and reference facts used daily.

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A wealth of expert guidance to develop good judgment, self-reliance, and even poise and confidence is provided.

Such topics as the following are explained and richly illustrated: how to make your office more attractive, making travel arrangements, how to save time with the telephone, the secret of handling the office mail, meeting made easy, office manners, and reference facts used daily.

Frailey, L. E., HANDBOOK OF BUSINESS LETTERS, Prentice-Hall, Inc., New York, New York, 1948.

Pages: 1300

Price: $7.50

Annotation:

HANDBOOK OF BUSINESS LETTERS is a complete one-volume encyclopedic treatment of letter writing. The book covers such topics as: how letters serve business, business letter language, business letter carpentry, business letter mechanics, secretarial co-operation, personality in business letters, and human relations in letters.

Hundreds of letters are reproduced to illustrate points to be followed for effective letter writing and also those that should be avoided.

Prentiss, L. R., HANDBOOK OF BUSINESS LETTERS, Prentice-Hall, Inc., New York, New York, 1948.

Pages: 1300

Price: $7.50

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Hundreds of letters are reproduced to illustrate points to be followed for effective letter writing and also those that should be avoided.

Gaum, Carl G., Graves, Harold F. and Hoffman, Lyne S., REPORT WRITING, THIRD EDITION, Prentice-Hall, Inc., New York, New York, 1950.

Pages: 350

Price: $3.95

Annotation:

REPORT WRITING, THIRD EDITION, deals with the fundamentals of planning and writing business, technical, and special reports. The book contains 15 sample copies of actual reports with a complete analysis of content, style and method of presentation of each.

Topics covered in the book include: the demand for reports, the report in letter form, fundamental forms of composition, gathering facts, preparing the manuscript, mechanical aids, and permissible abbreviations and spelling forms.

The book contains a bibliography of books and periodicals useful to the report writer.

Davis, Carl C., Graves, Harold F., and Hoffman, Lyna S.,
REPORT WRITING, THIRD EDITION, Prentice-Hall, Inc.,
New York, New York, 1950.

Pages: 350

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The book contains a bibliography of books and periodicals useful to the report writer.

Gavin, Ruth E., and Hutchinson, E. Lillian, REFERENCE MANUAL FOR STENOGRAPHERS AND TYPISTS, TEXT EDITION, Gregg Publishing Division, McGraw-Hill Book Company, Inc., New York, New York, 1951.

Pages: 192

Price: $1.20

Annotation:

REFERENCE MANUAL FOR STENOGRAPHERS AND TYPISTS, TEXT EDITION, is designed as a quick reference source for the beginner in transcription as well as for the stenographer and typist on the job. The book covers the writing of numbers, capitalization, word division, hyphenation, punctuation, and grammar.

The paragraphs are numbered and coded for easy reference. All explanations and illustrations are in outline form.

Davis, Ruth S., and Hutchinson, E. Lillian, REFERENCE MANUAL FOR STENOGRAPHERS AND TYPISTS, TEXT EDITION, Gregg Publishing Division, McGraw-Hill Book Company, Inc., New York, New York, 1951.

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The paragraphs are numbered and coded for easy reference. All explanations and illustrations are in outline form.

Griggs, Irwin and Webster, David H., WRITER'S ADVISER FOR FRESHMAN COMPOSITION, American Book Company, Boston, Massachusetts, 1952.

Pages: 242

Price: $2.50

Annotation:

WRITER'S ADVISER FOR FRESHMAN COMPOSITION begins with the assumption that most first-year students have vague and general but little or no specific usable knowledge of grammar, sentence structure, and effective writing technique. The grammar that is presented in the book is functional--all topics included are for the purpose of developing the kind of sentence mastery which the average freshman needs.

Discussions on types of writing are concise and pointed. The chapters on grammar and mechanics are distributed among the chapters on compositional matter. Each chapter is a complete unit in itself and may be studied at the discretion of the user.

The following topics are included: introduction to writing, minimum grammar, sentence faults, outlines, choosing the right word, punctuation, verbs, pronouns, adjectives, dangling modifiers, vocabulary, expansion and wordiness, sentence variety, sentence structure, paragraph development, spelling, and glossary of diction.

Gunning, Robert, THE TECHNIQUE OF CLEAR WRITING, McGraw-Hill Book Company, Inc., New York, New York, 1952.

Pages: 275

Price: $3.75

Annotation:

THE TECHNIQUE OF CLEAR WRITING emphasizes "clear communication of ideas" in the fields of industry, business, the press, and professions.

The author has based his book on four propositions: that writing is an art and a science; that much writing today is heavy with fog and meaninglessness; that writers must obey definite principles of clear statement; and that writers can improve the form and force of their writings by using readability yardsticks, and by understanding the principles of clear writing.

Gunning, Robert. THE TECHNIQUE OF CLEAR WRITING. McGraw-Hill Book Company, Inc., New York, New York, 1952.

Price: $75

Grade: 9-12

Comments:

THE TECHNIQUE OF CLEAR WRITING emphasizes "clear" communication of ideas in the fields of business, business, the army, and newspapers.

The author has based his book on four assumptions: that writing is an art and a science; that much writing today is heavy with fog and meaningleaness; that writers must they qualify- qualifying or clear statement; and that writers can improve the form and force of their writing by making readability examples, and by understanding the principles of clear writing.

Guthrie, L. O., FACTUAL COMMUNICATION, The Macmillan Company, New York, New York, 1948.

Pages: 448

Price: $5.90

Annotation:

FACTUAL COMMUNICATION emphasizes the practical use of English necessary in preparing factual reports, articles, and talks, and presents a complete coverage of functional grammar, sentence structure, diction, style outlining, technical usages in numbers and abbreviations, and report layouts.

The following topics are included: Goals and Problems: the writer of the message, and the reader; characteristics of a factual message--style; making a factual talk; speaking and writing problems; business letters; essentials of understanding; process of writing and editing; the card catalogue; and handbook of factual communication.

Guthrie, L. G., FACTUAL COMMUNICATION, The Macmillan Company, New York, New York, 1948.

Pages: 448

Price: $5.00

Annotation:

FACTUAL COMMUNICATION emphasizes the practical use of English necessary in preparing factual reports, articles, and talks, and presents a complete coverage of functional grammar, sentence structure, diction, style outlining, technical usages in summary and abbreviations, and report layouts.

The following topics are included: Goals and Problems: the writer of the message, and the reader: characterization of a factual message--style; making a factual talk; speaking and writing problems; business letters; essentials of understanding; process of writing and editing; the card catalogue; and instbook of factual communication.

Hagar, Hubert A., Stewart, Marie M., and Hutchinson, E. Lillian, THE BUSINESS OF ENGLISH, SECOND EDITION, Gregg Publishing Division, McGraw-Hill Book Company, Inc., New York, New York, 1948.

Pages: 351

Price: $2.12

Annotation:

THE BUSINESS OF ENGLISH, SECOND EDITION, provides a thorough training in those elements of English that are especially valuable to business workers. The book is divided into three parts and then subdivided into forty-seven units for easier teaching.

The textbook includes a review and corrective course in business English, an authoritative and understandable treatment of punctuation and capitalization, and a constructive section on effective letter writing.

The following topics are included: vocabulary building, grammar review, punctuation, capitalization, abbreviation, and the use of figures.

The Effective Speech Section deals with: voice--its tone and diction; the talk--choice of subject, organization, and delivery.

Business Letter Writing emphasizes form of the business letter, characteristics of the effective business letter, and the planning of the business letter.

Hagar, Robert A., Stewart, Marie M., and Hutchinson, R. Lillian. THE BUSINESS OF ENGLISH, SECOND EDITION. Gregg Publishing Division, McGraw-Hill Book Company, Inc., New York, New York, 1948.

Pages: 391

Price: $2.12

Annotation:

THE BUSINESS OF ENGLISH, SECOND EDITION, provides a thorough training in those elements of English that are especially valuable to business workers. The book is divided into three parts and then subdivided into forty-seven units for easier teaching.

The textbook includes a review and corrective course in business English, an authoritative and understandable treatment of punctuation and capitalization, and a constructive section on effective letter writing.

The following topics are included: vocabulary building, grammar review, punctuation, capitalization, abbreviation, and the use of figures.

The Effective Speech Section deals with: voice--its tone and diction; the talk--choice of subject, organization, and delivery.

Business Letter Writing emphasizes form of the business letter, understandability of the effective business letter, and the planning of the business letter.

Handy, Ralph S., BUSINESS ENGLISH IN PRACTICE, Pitman Publishing Corporation, New York, New York, 1950.

Pages: 194

Price: $2.20

Annotation:

BUSINESS ENGLISH IN PRACTICE is a workbook course designed to provide a practical English background vital to good work in the business correspondence and secretarial fields in preparation for the demands of the business office.

The workbook is so arranged that the requirements of an individual class may determine the order of subject matter and the length of time spent on each area of study.

The exercise sheets are perforated to facilitate removal and punched for permanent filing in a binder for future reference.

The following topics are included: mechanical drill--syllabication, capitalization, compounds, apostrophes, and representation of numbers; punctuation; the compound, compound complex sentence; parenthetical expressions; introductions and enumerations; review of rules; punctuation test; grammar--parts of speech, phrases, clauses; grammatical functions and usage; diction; sentence construction; and general review.

Hardy, Ralph S., BUSINESS ENGLISH IN PRACTICE, Gilmen Publishing Corporation, New York, 1955.

Pages: 134

Price: $2.25

Annotation:

BUSINESS ENGLISH IN PRACTICE is a workbook course designed to provide a practical English background vital to good work in the business correspondence and secretarial fields in preparation for the demands of the business office.

The workbook is so arranged that the requirements of an individual class may determine the order of subject matter and the length of time spent on each area of study.

The exercise sheets are perforated to facilitate removal and punched for permanent filing in a binder for future reference.

The following topics are included: mechanical drill--syllabication, capitalization, compounds, apostrophes, and representation of numbers; punctuation; the compound, compound complex sentence; parenthetical expressions; introductions and enumerations; review of rules; punctuation test; grammar--parts of speech, phrases, clauses; grammatical functions and usage; diction; sentence construction; and general review.

Handy, Ralph S., BUSINESS CORRESPONDENCE IN PRACTICE, Pitman Publishing Corporation, New York, New York, 1952.

Pages: 256

Price: $2.60

Annotation:

BUSINESS CORRESPONDENCE IN PRACTICE is a text-workbook designed as a complete workbook course in business-letter writing based on the principle of learning-by-doing. The pages of the text-workbook are perforated for detaching and also punched so that they may be filed permanently in a folder or notebook for future reference.

The textbook contains numerous illustrative letters selected from the fields of leading American Corporations; many problems based on today's actual business situations; and ample exercises to condition the student for the composition of good business letters.

The following topics are included: mechanical setup of the letter; the language of the letter; selling qualities; letters about favors; orders, positions, and credit; collection letters; letters about claims; sales letters; good-will letters; and a review of punctuation.

Manly, Ralph S., BUSINESS CORRESPONDENCE IN PRACTICE. Pitman Publishing Corporation, New York, New York, 1952.

Pages: 256

Price: $2.50

Annotation:

BUSINESS CORRESPONDENCE IN PRACTICE is a text-workbook designed as a complete workbook course in business-letter writing based on the principle of learning-by-doing. The pages of the text-workbook are perforated for detaching and also punched so that they may be filed permanently in a folder or notebook for future reference.

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The following topics are included: mechanical setup of the letter; the language of the letter; selling qualities; letters about favors; orders, positions, and credit; collection letters; letters about claims; sales letters; good-will letters; and a review of punctuation.

Horn, Ernest and Peterson, Thelma, THE BASIC VOCABULARY OF BUSINESS LETTERS, Gregg Publishing Division, McGraw-Hill Book Company, Inc., New York, New York, 1943.

Pages: 240

Price: $3.25

Annotation:

THE BASIC VOCABULARY OF BUSINESS LETTERS is a listing of the most-used words found in business letters.

This textbook would be helpful in the construction of business practice materials, business vocabulary building, spelling improvement, and in building shorthand tests.

Word frequency is indicated.

Hutchinson, E. Lillian, ENGLISH STYLE STUDIES FOR STENOGRAPHERS, Gregg Publishing Division, McGraw-Hill Book Company, Inc., New York, New York, 1942.

Pages: 64

Price: 48¢

Annotation:

ENGLISH STYLE STUDIES FOR STENOGRAPHERS contains thirty-two English grammar problems encountered in business correspondence.

Basic grammar techniques are presented in business English problem settings rather than as "cut-and-dried" rules to be memorized and then applied.

Anniversary Edition shorthand is used.

Hoare, Ernest and Peterson, Thelma, THE BASIC VOCABULARY OF BUSINESS LETTERS, Gregg Publishing Division, McGraw-Hill Book Company, Inc., New York, New York, 1943.

Pages: 240

Price: $3.25

Annotation:

THE BASIC VOCABULARY OF BUSINESS LETTERS is a listing of the most-used words found in business letters.

This textbook would be helpful in the construction of business correspondence materials, business vocabulary building, spelling improvement, and in building shorthand texts.

Word frequency is indicated.

Hutchinson, E. Lillian, ENGLISH STYLE STUDIES FOR STENOGRAPHERS, Gregg Publishing Division, McGraw-Hill Book Company, Inc., New York, New York, 1942.

Pages: 64

Price: $.84

Annotation:

ENGLISH STYLE STUDIES FOR STENOGRAPHERS contains thirty-two English grammar problems encountered in business correspondence.

Basic grammar techniques are presented in business English problem settings rather than as "out-and-dried" rules to be memorized and then applied.

Anniversary Edition shorthand is used.

Hutchinson, Lois, STANDARD HANDBOOK FOR SECRETARIES, SIXTH EDITION, Gregg Publishing Division, McGraw-Hill Book Company, Inc., New York, New York, 1950.

Pages: 626

Price: $3.25

Annotation:

STANDARD HANDBOOK FOR SECRETARIES, SIXTH EDITION, covers the most frequently used rules, forms, and standards in many subjects--including English composition and grammar, banking, securities, and a wide variety of other subjects.

As the contents indicate, this book provides basic information, express and messenger services, typewritten work, diplomacy and efficiency, court papers, government information, foreign exchange, abbreviations, weights and measures, time, holidays, reference books, et cetera.

This is a complete reference manual for both instructors and students.

Hutchinson, Lois. STANDARD HANDBOOK FOR SECRETARIES, SIXTH EDITION. Prentice-Hall, Inc., New York, 1950.

Pages: 650

Price: $3.25

Annotation:

STANDARD HANDBOOK FOR SECRETARIES, SIXTH EDITION, covers the most frequently used rules, forms, and standards in many subjects--including English communication and grammar, banking, securities, and a wide variety of other subjects.

As the handbook indicates, this book provides basic information, express and messenger services, typewritten work, stenography and efficiency, court papers, government information, foreign exchange, abbreviations, weights and measures, time, holidays, reference books, et cetera.

This is a complete reference manual for both instructors and students.

Kirk, John G., Munford, George E., and Quay, Mark H., GENERAL CLERICAL PROCEDURES, SECOND EDITION, Prentice-Hall, Inc., New York, New York, 1951.

Pages: 330

Price: $2.25

Annotation:

GENERAL CLERICAL PROCEDURES, SECOND EDITION, is a completely rewritten, reorganized, and revised textbook designed to simplify the teaching and learning of processes.

Actual business activities found in both large and small firms are stressed throughout the book. The short units of instruction are geared to the duties of the clerical worker. Specific job training is implemented by its realistic approach and simplified pattern of instruction.

The units of instruction include: word lists to ground students in business terminology, application of word lists to help improve spelling and sentence writing, handwriting section, drill in applied arithmetic, and a unit entitled "Seeking Employment" explaining how to go about getting and holding a clerical job.

Kirk, John O., Mungford, George R., and Guay, Mark R., GENERAL CLERICAL PROCEDURES, SECOND EDITION, Prentice-Hall, Inc., New York, New York, 1951.

Pages: 330

Price: $2.25

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The units of instruction include: word lists to ground students in qualitative terminology, application of word lists to help improve spelling and sentence writing, handwriting sections, drill in applied arithmetic, and a unit entitled "Seeking Employment" explaining how to go about getting and holding a clerical job.

Lowers, James K., Furman, Vivien T., and Kibbey, Mary-Elizabeth Condie, ESSENTIALS FOR WRITING, A WORKING APPROACH, American Book Company, New York, New York, 1945.

Pages: 213

Price: $1.00

Annotation:

ESSENTIALS FOR WRITING, A WORKING APPROACH is a combination text and exercise book which is designed especially for people with a limited background in English grammar.

Practice exercises, on detachable pages, follow the presentation of the fundamentals of English grammar. The material is arranged in logical order from single words to phrases and then the complete sentence. The gap between theory and practice is further bridged by a complete review of all rules and principles at the close of each sentence.

Lowers, James K., Furman, Vivian T., and Kibbey, Mary-Elizabeth Conlin. ESSENTIALS FOR WRITING, A WORKING APPROACH. American Book Company, New York, New York, 1965.

Pages: 213

Price: $1.00

Annotation:

ESSENTIALS FOR WRITING, A WORKING APPROACH is a combination text and exercise book which is designed especially for people with a limited background in English grammar.

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Marston, Everett C., Thompson, Loring M., and Zacher, Frank, BUSINESS COMMUNICATION, The Macmillan Company, New York, New York, 1949.

Pages: 537

Price: $4.50

Annotation:

BUSINESS COMMUNICATION presents fundamentals of the three basic forms of business communication--oral, graphic, and written and is designed for college students preparing to enter business or industry. The exercises and problems are applied to practical cases and conditions.

Part I deals with written communication; Part II presents the fundamentals of graphic language; Part III provides an understanding of the fundamentals of speech organization with practical applications. The illustrations and specimens of business materials have been contributed by various businesses.

The following topics are included: defects in the use of words; letters of application, recommendation, inquiry, complaint, adjustment, and sales; various reports--investigation, routine, field, survey, research, and summary; minutes of meetings and discussion groups; lettering; relationship--numerical, bar, and line charts; fundamentals of platform communication and suggestions for overcoming fear; preparation of the speech and public relations talks; importance of the telephone; do's and don't's in interviewing; and the conference.

Mawhinney, Clara Krefting and Smith, Harley A., BUSINESS AND PROFESSIONAL SPEECH, American Book Company, Boston, Massachusetts, 1950

Pages: 229

Price: $2.80

Annotation:

BUSINESS AND PROFESSIONAL SPEECH is designed to train students to speak well and convincingly in everyday situations. The emphasis throughout the book is on "doing."

Part I, The Basic Factors of Business and Professional Speech, covers such topics as: what is business and professional speech, learning about people, how do you learn, learning about things, your body speaks, the words you use, and the way you sound.

Part II, Speaking Situations Most Frequently Met by Business and Professional People, deals with: conversations, interviews, holding conferences, sales-buyer interviews, the speech of goodwill, presentation and acceptance speeches, speeches of welcome and of farewell, reading and written reports, radio speaking, and after-dinner speaking.

Hamilton, Clara Merritt and Smith, Harvey A., BUSINESS AND PROFESSIONAL SPEECH. American Book Company, Boston, Massachusetts, 1957

Pages: 429

Price: $2.95

Description:

BUSINESS AND PROFESSIONAL SPEECH is designed to train students to speak well and convincingly in everyday situations. The emphasis throughout the book is on "doing."

Part I, The Basic Factors of Business and Professional Speech, covers such topics as: what is business and professional speech, learning about people, how do you learn, learning about things, your body speaks, the words you use, and the way you sound.

Part II, Speaking Situations Most Frequently Met by Business and Professional People, deals with: conversations, interviews, holding conferences, sales-buyer interviews, the speech of goodwill, presentation and acceptance speeches, speaches of welcome and of farewell, reading and written reports, radio speaking, and after-dinner speaking.

McCloskey, John C., HANDBOOK OF BUSINESS CORRESPONDENCE, SECOND EDITION, Prentice-Hall, Inc., New York, New York, 1951.

Pages: 288

Price: $3.75

Annotation:

HANDBOOK OF BUSINESS CORRESPONDENCE is a compact reference book on the mechanics, structure, and set-up of the modern business letter.

This revised edition contains material on postal delivery, zone numbers, envelope addresses, and application letters with data sheets. Sections are devoted to grammar, words, and punctuation.

The following types of letters are stressed: sales, credit, collection, claim and adjustment, inquiries, answers, orders, and application.

Up-to-date illustrations supplement the textbook.

McCloskey, John C., HANDBOOK OF BUSINESS CORRESPONDENCE, SECOND EDITION, Prentice-Hall, Inc., New York, New York, 1951.

Pages: 282

Price: $3.75

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HANDBOOK OF BUSINESS CORRESPONDENCE is a compact reference book on the mechanics, structure, and set-up of the modern business letter.

This revised edition contains material on postal delivery, zone numbers, envelope addresses, and application letters with data sheets. Sections are devoted to grammar, words, and punctuation.

The following types of letters are stressed: sales, credit, collection, claim and adjustment, inquiries, answers, orders, and application.

Up-to-date illustrations supplement the textbook.

Monro, Kate M., A WORKBOOK COURSE IN BUSINESS ENGLISH, FIRST EDITION, Gregg Publishing Division, McGraw-Hill Book Company, Inc., New York, New York, 1947.

Pages: 179

Price: $2.00

Annotation:

A WORKBOOK COURSE IN BUSINESS ENGLISH offers a complete refresher course, stressing the mastery of English fundamentals essential to business success.

This textbook covers grammatical usage, capitalization, punctuation, and dictionary and word study.

A separate pamphlet containing Accomplishment Tests facilitates the effective use of the text.

Parkhurst, Charles Chandler, ENGLISH FOR BUSINESS, Barnes & Noble, Inc., New York, New York, 1944.

Pages: 440

Price: $2.80

Annotation:

ENGLISH FOR BUSINESS provides a thorough foundation in such matters as grammar, spelling, punctuation, sentence structure, paragraph structure, and vocabulary building.

Each of these topics is discussed and practiced from the point of view of their importance in writing and speaking in the business office.

Munro, Kate M., A WORKBOOK COURSE IN BUSINESS ENGLISH, FIRST EDITION, Gregg Publishing Division, McGraw-Hill Book Company, Inc., New York, New York, 1947.

Pages: 179

Price: $2.00

Annotation:

A WORKBOOK COURSE IN BUSINESS ENGLISH offers a complete refresher course, stressing the mastery of English fundamentals essential to business success.

This textbook covers grammatical usage, capitalization, punctuation, and dictionary and word study.

A separate pamphlet containing Accomplishment Tests facilitates the effective use of the text.

Parkhurst, Charles Chandler, ENGLISH FOR BUSINESS, Barnes & Noble, Inc., New York, New York, 1944.

Pages: 440

Price: $2.80

Annotation:

ENGLISH FOR BUSINESS provides a thorough foundation in such matters as grammar, spelling, punctuation, sentence structure, paragraph structure, and vocabulary building.

Each of these topics is discussed and practiced from the point of view of their importance in writing and speaking in the business office.

Reigner, Charles G., COLLEGE BUSINESS CORRESPONDENCE, The H. M. Rowe Company, Baltimore, Maryland, 1950.

Pages: 256

Price: $3.50

Annotation:

COLLEGE BUSINESS CORRESPONDENCE presents business letter writing in a real business office atmosphere. All types of business letters are covered. Actual letterheads, including incoming correspondence, papers, and forms giving pertinent background information are reproduced in the textbook.

Reigner, Charles G., COLLEGE BUSINESS ENGLISH, SECOND EDITION, The H. M. Rowe Company, Baltimore, Maryland, 1950.

Pages: 380

Price: $1.92

Annotation:

COLLEGE BUSINESS ENGLISH, SECOND EDITION, provides a complete course in English usage: grammar, word choice, punctuation, and business correspondence.

Preliminary business English tests, final punctuation test, and English usage final test are available with this textbook.

Reigner, Charles G., COLLEGE BUSINESS CORRESPONDENCE, The H. M. Rowe Company, Baltimore, Maryland, 1950.

Pages: 255

Price: $3.50

Annotation:

COLLEGE BUSINESS CORRESPONDENCE presents business letter writing in a real business office atmosphere. All types of business letters are covered. Actual letterheads, including incoming correspondence, memos, and forms giving pertinent background information are reproduced in the textbook.

Reigner, Charles G., COLLEGE BUSINESS ENGLISH, SECOND EDITION, The H. M. Rowe Company, Baltimore, Maryland, 1954.

Pages: 380

Price: $1.92

Annotation:

COLLEGE BUSINESS ENGLISH, SECOND EDITION, provides a review course in English usage: grammar, word choice, punctuation, and business correspondence.

Preliminary business English tests, final punctuation test, and English usage final test are available with this textbook.

Reigner, Charles G., COLLEGE ENGLISH FOR BUSINESS, The H. M. Rowe Company, Baltimore, Maryland, 1949.

Pages: 236

Price: $2.60

Annotation:

COLLEGE ENGLISH FOR BUSINESS covers all business applications of English and contains practice sheets for student use in applying the principles taught.

Numerous letters and reports from actual business correspondence are reproduced to illustrate the fundamentals of correct business composition.

Reigner, Charles G., COLLEGE SPELLING STUDIES, SECOND EDITION, The H. M. Rowe Company, Baltimore, Maryland, 1948.

Pages: 224

Price: $1.80

Annotation:

COLLEGE SPELLING STUDIES, SECOND EDITION, covers business vocabulary building, word usage, and sixteen studies devoted specifically to homonyms--"demons" for the transcriber.

Word pronunciation, syllabication, definition, and the spelling of derivatives are presented in detail.

The textbook contains special technical vocabularies classified according to types of businesses.

Belgner, Charles O., COLLEGE ENGLISH FOR BUSINESS, 7th
H. M. Rowe Company, Baltimore, Maryland, 1969.

Pages: 298

Price: $2.00

Annotation:

COLLEGE ENGLISH FOR BUSINESS covers all business applications of English and contains practice sheets for student use in applying the principles taught.

Numerous letters and reports from actual business correspondence are reproduced to illustrate the fundamentals of correct business composition.

Belgner, Charles O., COLLEGE SPELLING STUDIES, SECOND EDITION,
The H. M. Rowe Company, Baltimore, Maryland, 1968.

Pages: 224

Price: $1.80

Annotation:

COLLEGE SPELLING STUDIES, SECOND EDITION, covers business vocabulary building, word usage, and sixteen studies devoted specifically to homonyms--"demons" for the transcriber.

Word pronunciation, syllabication, definition, and the spelling of derivatives are presented in detail.

The textbook includes special technical vocabularies classified according to types of businesses.

Robertson, H. O. and Carmichael, Vernal, BUSINESS LETTER ENGLISH, Gregg Publishing Division, McGraw-Hill Book Company, Inc., New York, New York, 1949.

Pages: 514

Price: $3.75

Annotation:

BUSINESS LETTER ENGLISH is a complete and detailed re-study of English grammar fundamentals--from parts of speech through sentence structure and punctuation.

The greater part of this book is devoted to the mechanics of English grammar. However, the letter-writing section deals with the composition of the administrative letter, the sales letter, and the letter of application.

The authors use a unique formula for developing writing ability.

Robertson, E. C. and Crawford, Vernal. BUSINESS LETTER ENGLISH. Gregg Publishing Division, McGraw-Hill Book Company, Inc., New York, New York, 1969.

Pages: 534

Price: $5.75

Annotation:

BUSINESS LETTER ENGLISH is a complete and detailed re-study of English grammar fundamentals--from parts of speech through sentence structure and punctuation.

The greater part of this book is devoted to the mechanics of English grammar. However, the letter-writing section deals with the composition of the administrative letter, the sales letter, and the letter of application.

The authors use a unique formula for developing writing ability.

Saunders, Alto Gwinn, EFFECTIVE BUSINESS ENGLISH, THIRD EDITION, The Macmillan Company, New York, New York, 1949.

Pages: 871

Price: $5.00

Annotation:

EFFECTIVE BUSINESS ENGLISH, THIRD EDITION, emphasizes the mastery of business letters and all written expression relative to the business as a vital part of the firm's public relations program. Modern letter forms, questions on the mechanics of business letter--its construction, appearance, style, and preferred forms, are well illustrated in the textbook.

Particular instructions and examples are given for dealing with sales, application, claim, adjustment, credit, collection, and form letters. One chapter is devoted to a thorough treatment of the procedures involved in vocational choice and self-analysis--the factors stressed in the application letter.

The following topics are included: letters in the modern business: everyday inquiries and replies; orders, remittances, and acknowledgments; sales writing in modern roles; credit, collection, claim, and adjustment letters; and report writing for the modern business.

Sauvebere, John Dalton. EFFECTIVE BUSINESS ENGLISH, THIRD EDITION. The Macmillan Company, New York, New York, 1949.

Pages: 873

Price: $5.00

Annotation:

EFFECTIVE BUSINESS ENGLISH, THIRD EDITION, emphasizes the mastery of business letters and all written expression relative to the business as a vital part of the firm's public relations program. Modern letter forms, questions on the mechanics of business letter--its construction, appearance, style, and preferred forms, are well illustrated in the textbook.

Particular instructions and examples are given for dealing with sales, application, claim, adjustment, credit, collection, and form letters. One chapter is devoted to a thorough treatment of the procedures involved in vocational choice and self-analysis--the factors stressed in the application letter.

The following topics are included: letters in the modern business; everyday inquiries and replies; orders, remittances, and acknowledgments; sales writing in modern roles; credit, collection, claim, and adjustment letters; and report writing for the modern business.

Shurter, R. L., EFFECTIVE LETTERS IN BUSINESS, TEXTBOOK EDITION, McGraw-Hill Book Company, New York, New York, 1948.

Pages: 219

Price: $3.50

Annotation:

EFFECTIVE LETTERS IN BUSINESS, TEXTBOOK EDITION, presents clearly and concisely the fundamental principles, purposes, and methods of good letter writing.

An abundance of letter forms and practice material are included to facilitate student training in the writing of effective business letters.

The following topics are included: what is an effective letter? the form of the letter; business jargon; making letters easy to read; inquiries; answers to inquiries; orders; claim and adjustment letters; credit letters; collection letters; sales letters; application letters; and the index.

Smurthwaite, R. L., EFFECTIVE LETTERS IN BUSINESS, TEXTBOOK EDITION, McGraw-Hill Book Company, New York, New York, 1948.

Pages: 210

Price: $3.50

Application:

EFFECTIVE LETTERS IN BUSINESS, TEXTBOOK EDITION, presents clearly and concisely the fundamental principles, purposes, and methods of good letter writing.

An abundance of letter forms and practice material are included to facilitate student training in the writing of effective business letters.

The following topics are included: what is an effective letter? the form of the letter; business jargon; making letters easy to read; inquiries; answers to inquiries; orders; claim and adjustment letters; credit letters; collection letters; sales letters; application letters; and the index.

Sidwell, Paul, ENGLISH ESSENTIALS WITH OBJECTIVE EXERCISES, The Ronald Press Company, New York, New York, 1947.

Pages: 279

Price: $2.00

Annotation:

ENGLISH ESSENTIALS WITH OBJECTIVE EXERCISES is designed as a freshman textbook containing a full discussion of the rules of English grammar on which the exercises are based. The textbook follows from the simple to the complex method of presentation.

The following topics are included: parts of speech, phrases, clauses, the sentence, diagrams, punctuation, the noun, the pronoun, the adjective, the verb, the adverb, the conjunction, the preposition, making sentences varied and emphatic, and spelling and diction.

Printed on the inside covers of the textbook are fifty-six rules for use in correcting theme errors.

Stanwell, Paul, ENGLISH ESSENTIALS WITH OBJECTIVE EXAMINERS,
The Ronald Press Company, New York, New York, 1947.

Pages: 279

Price: $2.00

Description:

ENGLISH ESSENTIALS WITH OBJECTIVE EXAMINERS is designed as a freshman textbook containing a full discussion of the rules of English grammar on which the exercises are based. The textbook follows from the simple to the complex method of presentation.

The following topics are included: parts of speech, phrases, clauses, the sentence, diagrams, punctuation, the noun, the pronoun, the adjective, the verb, the adverb, the conjunction, the preposition, making sentences varied and emphatic, and spelling and diction.

Printed on the inside covers of the textbook are fifty-six rules for use in correcting theme errors.

Strong, Earl P., WRITING BUSINESS LETTERS, American Book Company, New York, New York, 1950.

Pages:

Price: $3.00

Annotation:

WRITING BUSINESS LETTERS is based on a study of 10,652 business letters from concerns throughout the country. This is a combination text, workbook, and reference manual.

The book is divided into three parts stressing the practical application of letter writing principles and the fundamentals of English grammar.

Test material on perforated pages is provided for each major part of the text.

Stevens, Carl Z., WRITING BUSINESS LETTERS, American Book Company, New York, New York, 1950.

Cover:

Price: $3.00

Annotation:

WRITING BUSINESS LETTERS is found on a study of 30,000 business letters from concerns throughout the country.

This is a simplification book, workbook, and reference manual.

The book is divided into three parts stressing the practical application of letter writing principles and the fundamentals of English grammar.

Test material on perforated pages is provided for each major part of the text.

Thorp, Willard and Thorp, Margaret Farrand, MODERN WRITING, American Book Company, Boston, Massachusetts, 1944.

Pages: 463

Price: $2.75

Annotation:

MODERN WRITING is an anthology containing the authors' choice of prose selections of the last quarter of a century. The book is designed to suggest to the student of English composition the varied ways of communicating thought in the twentieth century world. The selections chosen express the tempo of the times; they are interesting, and lend themselves to analysis and study of form.

The book contains the following types of writings: describing people, describing places, reporting, news commentary, explaining, discussing ideas, convincing and persuading, and criticizing and reviewing.

Some of the authors included are: H. G. Wells, Ida Moore, Richard O. Boyer, Heath Bowman, Bernard De Voto, E. J. Kahan, Jr., Harold F. Dixon, Meyer Berger, Raymond Gram Swing, Anne O'Hare McCormick, Wolfgang Langewiesche, Bernard Brodie, H. L. Menchen, Edwin Grant Conklin, Margaret Mead, George F. Thomas, John Dewey, Franklin Delano Roosevelt, Winston Churchill, Oliver Wendell Holmes, Jr., John Woolsey, T. S. Eliot, James Agee, W. J. Turner, and Joseph Wood Krutch.

A brief biographical note on each author may be found in the back of this textbook.

Thorp, Willard and Thorp, Margaret Farrand. MODERN WRITING. American Book Company, Boston, Massachusetts, 1944.

Pages: 465

Price: $2.75

Annotation:

MODERN WRITING is an anthology containing the authors' essays of prose exploration of the last quarter of a century. The book is designed to suggest to the student of English composition the varied ways of communicating thought in the twentieth century world. The selections chosen express the tenor of the times; they are interesting, and lend themselves to analysis and study of form.

The book contains the following types of writings: describing people, describing places, reporting, news commentary, criticizing, discussing ideas, narrating and persuading, and criticizing and reviewing.

Some of the authors included are: H. G. Wells, Ida Moore, Alfred C. Hover, Heath Bowman, Bernard De Voto, R. J. Kahn, Jr., Harold E. Dixon, Hover Berger, Raymond Gram Swing, Anne O'Hare McCormick, Wolfgang Langewiesche, Bernard Brodie, H. L. Mencken, Edwin Grant Conklin, Margaret Mead, George V. Thomas, John Dewey, Franklin Delano Roosevelt, Winston Churchill, Oliver Wendell Holmes, Jr., John Woolsey, E. B. Allen, Jerre Ager, W. J. Turner, and Joseph Wood Krutch.

A brief biographical note on each author may be found in the back of this textbook.

Walker, Charles F. and Aurner, Robert R., PRACTICAL BUSINESS ENGLISH, South-Western Publishing Company, New Rochelle, New York, 1946.

Pages: 192

Price: $1.95

Annotation:

PRACTICAL BUSINESS ENGLISH is a 12-unit textbook and workbook. Each unit contains the presentation of basic principles followed by work-assignment pages which are to be completed, torn out, and submitted for grading. At the end of each unit, review exercises are presented dealing with a cumulative review of grammar.

Grammar, punctuation, capitalization, et cetera, with their applications to the problems of the dictator, the stenographer, and the typist are emphasized throughout the book.

One pretest and one final examination is furnished with each textbook.

Walker, Charles A. and Aurgan, Robert R., PRACTICAL BUSINESS ENGLISH, South-Western Publishing Company, New Rochelle, New York, 1960.

Pages: 192

Price: $4.95

Annotation:

PRACTICAL BUSINESS ENGLISH is a 12-unit textbook and workbook. Each unit contains the presentation of basic principles followed by work-and/grammar pages which are to be completed, torn out, and submitted for grading. At the end of each unit, review exercises are presented dealing with a cumulative review of grammar.

Grammar, punctuation, capitalization, et cetera, with their applications to the problems of the dictator, the stenographer, and the typist are emphasized throughout the book.

One pretest and one final examination is furnished with each textbook.

Wanous, S. J. and Erickson, L. W., THE SECRETARY'S BOOK, The Ronald Press Company, New York, New York, 1952.

Pages: 597

Price: $4.25

Annotation:

THE SECRETARY'S BOOK is primarily a reference manual useful to the secretary, office worker, businessman, teacher and student of secretarial subjects.

The following topics are presented in concise form giving reliable and acceptable usage: business and social letters, forms of address, reports, minutes, legal papers, filing, the telephone, receiving visitors, the mail, postal and express regulations, telegrams, cables and radiograms, tables and graphs, proofreading, capitalization, punctuation, grammar, spelling, abbreviations, word usage, and reference books.

Wynne, B. J. and Erickson, E. W., THE SECRETARY'S BOOK. The Ronald Press Company, New York, New York, 1952.

Pages: 397

Price: $4.25

Annotation:

THE SECRETARY'S BOOK is primarily a reference manual useful to the secretary, office worker, businessman, teacher and student of secretarial subjects.

The following topics are presented in concise form giving reliable and acceptable usage: business and social letters, forms of address, reports, minutes, legal papers, filing, the telephone, receiving visitors, the mail, postal and express regulations, telegrams, cables and radiograms, tables and charts, proofreading, capitalization, punctuation, spelling, abbreviations, word usage, and reference books.

Watson, Lillian Eichler, STANDARD BOOK OF LETTER WRITING, Barnes & Noble, Inc., New York, New York, 1948.

Pages: 626

Price: $3.75

Annotation:

STANDARD BOOK OF LETTER WRITING contains over 600 original examples showing how social, personal and business letters may be written easily and expressively. Simple tricks are included which tend to lend a conversational, chatty tone to letters and get away from the more stilted phraseology.

In the social correspondence section are model forms of formal and informal invitations; acceptance notes to luncheons, dinners, and parties; thank-you notes of every type; and letters of congratulations and condolences. Personal letters include the writing of letters to friends, family letters, and love letters. The business section contains letters of complaints, inquiry, credit and collection, sales, and job application letters.

Watson, William Elsner. STANDARD BOOK OF LETTER WRITING. Barnes & Noble, Inc., New York, 1948.

Price: 6.50

Price: $3.75

Appreciation:

STANDARD BOOK OF LETTER WRITING contains over 600 original examples showing how social, personal and business letters may be written easily and effectively. Sample styles are illustrated which tend to lend a conversational, chatty tone to letters and get away from the more stilted phraseology.

In the social correspondence section are model forms of formal and informal invitations; acceptance notes to luncheons, dinners, and parties; thank-you notes of every type; and letters of congratulations and condolence. Personal letters include the writing of letters to friends, family letters, and love letters. The business section contains letters of complaints, inquiry, credit and collection, sales, and job application letters.

Wilkinson, C. W., Menning, J. H. and Anderson, C. R., WRITING FOR BUSINESS, SELECTED ARTICLES ON BUSINESS COMMUNICATION, Richard D. Irwin, Inc., Homewood, Illinois, 1951.

Pages: 360

Price: $3.00

Annotation:

WRITING FOR BUSINESS, SELECTED ARTICLES ON BUSINESS COMMUNICATION, contains articles written by men who have written effective business letters--letters that sell goods, pacify customers, put over ideas, and establish good public relations. This material will be found useful for courses in business letters, business English, business correspondence, direct mail, and advertising copywriting.

The following topics are presented: Part I, basic principles of letter writing. Part II, the attitude of the writer toward the reader. Part III, planning letters for clearness, conciseness, and psychological effect. Part IV, the language of business. Part V, inquiries and acknowledgments. Part VI, selling by mail. Part VII, letters that get jobs. Part VIII, adjustment letters. Part IX, credit and collection, and correspondence. Part X, correspondence supervision and control.

Wilkinson, C. W., Meinding, J. H. and Anderson, C. R., WRITING FOR BUSINESS, SELECTED ARTICLES ON BUSINESS COMMUNICATION, Richard D. Irwin, Inc., Homewood, Illinois, 1951.

Pages: 390

Price: $3.00

Annotation:

WRITING FOR BUSINESS, SELECTED ARTICLES ON BUSINESS COMMUNICATION, contains articles written by men who have written effective business letters--letters that sell goods, qualify customers, put over ideas, and establish good public relations. This material will be found useful for courses in business letters, business English, business correspondence, direct mail, and advertising copywriting.

The following topics are presented: Part I, basic principles of letter writing. Part II, the attitude of the writer towards the reader. Part III, planning letters for clearness, consistency, and psychological effect. Part IV, the language of business. Part V, inquiries and acknowledgments. Part VI, selling by mail. Part VII, letters that get jobs. Part VIII, adjustment letters. Part IX, credit and collection, and correspondence. Part X, correspondence supervision and control.

Williams, Cecil B. and Ball, John, EFFECTIVE BUSINESS WRITING, SECOND EDITION, The Ronald Press Company, New York, New York, 1953.

Pages: 634

Price: $5.00

Annotation:

EFFECTIVE BUSINESS WRITING, SECOND EDITION, emphasizes the human relationship between writer and reader in presenting methods for achieving better business composition. Numerous letters from actual business correspondence are reproduced to illustrate fundamental writing principles. Each chapter includes an article by an outstanding business specialist, correspondence supervisor, or teacher to develop the material in the chapter.

Part I--The Fundamentals, covers such topics as: the language of the market place, what a business letter looks like, psychology in business writing, the mechanics of good writing, business sentences and paragraphs, and building the business vocabulary. Part II--Business Letters, covers: basic and utility letters, employment letters, sales letters, public relations, claims and adjustments, and credit and collections. Part III --Other Business Writing, treats: business reports, direct-mail advertising, the larger field of business writing, and dictation, supervision, and advancement. Part IV--Reference Section, includes: postal information, forms of introductory address, salutation and complimentary close, special form letters, grammatical forms, copyreading and proofreading, and letters and the law.

Zetler, Robert L. and Crouch W. George, ADVANCED WRITING, The Ronald Press Company, New York, New York, 1951.

Pages: 270

Price: $3.25

Annotation:

ADVANCED WRITING is designed for students who have completed freshman composition. The arrangement of material is progressive, beginning with simple types of exposition based upon personal experience, and advancing through the more complex forms of description and narration to the narrative sketch. Attention is concentrated upon the techniques of expression. Examples including selections from the best professional writers and samples of student work are used to stimulate the student.

The following topics are included: the writer's equipment, exposition, paragraph patterns, description--connotative form and full sentence form, narration--characterization methods, plot techniques, and the narrative sketch.

The object of this book is to create effective writers--not necessarily professional authors.

Zeiger, Robert L. and Crouch W. George. ADVANCED WRITING. The Ronald Press Company, New York, New York, 1951.

Pages: 270

Price: $3.25

Annotation:

ADVANCED WRITING is designed for students who have completed freshman composition. The arrangement of material is progressive, beginning with simple types of exposition based upon personal experience, and advancing through the more complex forms of description and narration to the narrative essay. Attention is concentrated upon the techniques of expression. Examples including selections from the best professional writers and samples of student work are used to stimulate the student.

The following topics are included: the writer's equipment, exposition, paragraph patterns, description--connotative form and full sensuous form, narration--characterization methods, plot techniques, and the narrative sketch.

The object of this book is to create effective writers--not necessarily professional authors.

ANNOTATED BIBLIOGRAPHY

of

GREGG SHORTHAND

TEXTBOOKS

Berger, Kathleen and Byers, Edward E., DICTATION FOR THE MEDICAL SECRETARY--WITH PREVIEWS IN GREGG SHORTHAND SIMPLIFIED, Gregg Publishing Division, McGraw-Hill Book Company, Inc., New York, New York, 1952.

Pages: 313

Price: $3.00

Annotation:

DICTATION FOR THE MEDICAL SECRETARY--WITH PREVIEWS IN GREGG SHORTHAND SIMPLIFIED is divided into four sections, dealing with physical medicine, general medicine, surgery, and forms and reports.

The medical vocabulary is introduced by means of spelling, syllabication, and definition. The pointers remind the students that the duties in this field of work are many and varied.

Berger, Kathleen and Moore, Edward S., DICTATION FOR THE MEDICAL SECRETARY--WITH PREVIEWS IN GREGG SHORTHAND SIMPLIFIED. Gregg Publishing Division, McGraw-Hill Book Company, Inc., New York, New York, 1952.

Pages: 113

Price: $3.00

Annotation:

DICTATION FOR THE MEDICAL SECRETARY--WITH PREVIEWS IN GREGG SHORTHAND SIMPLIFIED is divided into four sections, dealing with physical medicine, general medicine, surgery, and forms and reports.

The medical vocabulary is introduced by means of spelling, syllabication, and definition. The pointers remind the students that the duties in this field of work are many and varied.

Berlin, Mary K., Nunes, Belmira and Fromberg, Benjamin, GRAPHIC TRANSCRIPTION, Gregg Publishing Division, McGraw-Hill Book Company, Inc., New York, New York, 1943.

Pages: 448

Price: $2.56

Annotation:

GRAPHIC TRANSCRIPTION contains eighty assignments designed for use in advanced transcription courses in Anniversary Edition Gregg Shorthand.

The dictation material includes letters from sixteen different types of businesses.

Each lesson contains a short vocabulary preview; a review of a basic English principle, with applications; actual business letters for dictation; an unpunctuated business letter; and a letter with information of interest to consumers.

GRAPHIC TRANSCRIPTION contains letters from such types of industries as: hats, Pan-America, furniture, motion-picture, cosmetics, automobiles, clothing, radio, electrical applicances, agriculture, grocery, banking and finance, social service, insurance, aviation, and real estate.

Barlia, Mary K., Nunes, Bertha and Fromberg, Bernhard,
GRAPHIC TRANSCRIPTION, Gregg Publishing Division,
McGraw-Hill Book Company, Inc., New York, New York, 1943

Pages: 449

Grade: 52.56

Annotation:

GRAPHIC TRANSCRIPTION contains eighty composition designed for use in advanced transcription courses in Anniversary Edition Gregg Shorthand.

The dictation material includes letters from sixteen different types of businesses.

Each lesson contains a short vocabulary preview; a review of a basic English principle, with applications; actual business letters for dictation; an unannounced business letter; and a letter with information of interest to consumers.

GRAPHIC TRANSCRIPTION contains letters from such types of industries as: Meta, Pan-American, Furniture, motion-picture, cosmetics, automobiles, clothing, radio, electrical appliances, agriculture, grocery, banking and finance, social service, insurance, aviation, and real estate.

Blanchard, Clyde I. and Zoubek, Charles E., MOST-USED CONGRESSIONAL RECORD TERMS, SECOND EDITION, Gregg Publishing Division, McGraw-Hill Book Company, Inc., New York, New York, 1952.

Pages: 64

Price: $1.00

Annotation:

MOST-USED CONGRESSIONAL RECORD TERMS, SECOND EDITION, contains a list of words and phrases commonly used in Congressional debate--with their Gregg shorthand simplified outlines.

This textbook may be used as a reference manual for shorthand reporters or for those students who have completed the shorthand theory and desire to take the introductory shorthand reporting course.

Blanchard, Clyde I. and Zoubek, Christina S., MOST-USED CONGRESSIONAL RECORD TERMS, SECOND EDITION, Gregg Publishing Division, McGraw-Hill Book Company, Inc., New York, New York, 1972.

Pages: 64

Price: $1.00

Appreciation:

MOST-USED CONGRESSIONAL RECORD TERMS, SECOND EDITION, contains a list of words and phrases commonly used in Congressional Hansis--with their Gregg shorthand simplified outlines.

This textbook may be used as a reference manual for shorthand reporters or for those students who have completed the shorthand theory and desire to take the introductory shorthand reporting course.

Blanchard, Clyde I. and Zoubek, Charles E., EXPERT SHORTHAND SPEED COURSE, SIMPLIFIED EDITION, Gregg Publishing Division, McGraw-Hill Book Company, Inc., New York, New York, 1951.

Pages: 512

Price: $3.25

Annotation:

EXPERT SHORTHAND SPEED COURSE, SIMPLIFIED EDITION, is a textbook designed for building high speed--120-160 words per minute. Reporter's shortcuts are featured.

The composition material in this book is about equally divided--one half in longhand and the other half in shorthand plates.

Blanchard, Clyde I. and Zoubek, Charles E., EXPERT SHORTHAND SPEED COURSE, Gregg Publishing Division, McGraw-Hill Book Company, Inc., New York, New York, 1945.

Pages: 448

Price: $3.25

Annotation:

EXPERT SHORTHAND SPEED COURSE contains a detailed teaching and learning plan for training high-speed writers.

Each of the 80 lessons includes theory review, frequently used short cuts, a re-enforcing short-cut drill, a high-speed practice take, and a shorthand exercise that develops speed through reading perfectly written outlines.

Blanchard, Clyde I. and Zoubek, Charles E., EXPERT SHORTHAND SPEED COURSE, SIMPLIFIED EDITION, Gregg Publishing Division, McGraw-Hill Book Company, Inc., New York, New York, 1951.

Pages: 312

Price: $3.25

Annotation:

EXPERT SHORTHAND SPEED COURSE, SIMPLIFIED EDITION, is a textbook designed for building high speed--120-150 words per minute. Reporter's shorthand are featured.

The dictation material in this book is about equally divided--one half in longhand and the other half in shorthand plates.

Blanchard, Clyde I. and Zoubek, Charles E., EXPERT SHORTHAND SPEED COURSE, Gregg Publishing Division, McGraw-Hill Book Company, Inc., New York, New York, 1949.

Pages: 448

Price: $3.25

Annotation:

EXPERT SHORTHAND SPEED COURSE contains a detailed teaching and learning plan for training high-speed writers.

Each of the 60 lessons includes theory review, frequently used short cuts, a re-arranging short-cut drill, a high-speed practice take, and a shorthand exercise that develops speed through reading particularly written outlines.

Bowman, Wallace B., SHORTHAND DICTATION STUDIES, South-Western Publishing Company, New Rochelle, New York, 1950.

Pages: 655

Price: $2.25

Annotation:

SHORTHAND DICTATION STUDIES is a skill-development book containing forty dictation studies for advanced shorthand and dictation. Each dictation study is divided into five parts: Part I, basic skills; Part II, business information; Part III, business correspondence; Part IV, business practices; Part V, progress checkup.

Integrated with these lessons are brief-form reviews, punctuation pointers, English grammar usage, and office-style dictation.

The office-style dictation gives realistic office training in dictation. This includes uneven dictation with pauses, simple changes, special instructions, insertions, deletions, and other problems encountered in business-office dictation.

Somers, Melissa B., SHORTHAND DICTATION STUDIES, South-Western Publishing Company, New Rochelle, New York, 1979.

Pages: 595

Price: $2.95

Approach:

SHORTHAND DICTATION STUDIES is a skill-development book containing forty dictation studies for advanced shorthand and dictation. Each dictation study is divided into five parts: Part I, basic skills; Part II, business information; Part III, business correspondence; Part IV, business practices; Part V, progress checks.

Integrated with these lessons are brief-form reviews, punctuation pointers, English grammar usage, and office-style dictation.

The office-style dictation gives realistic office training in dictation. This includes uneven dictation with pauses, single changes, special instructions, insertions, deletions, and other problems encountered in business-office dictation.

Eldridge, Edward H., NEW SHORTHAND DICTATION EXERCISES, GREGG EDITION, American Book Company, Boston, Massachusetts, 1949.

Pages: 240

Price: $2.00

Annotation:

NEW SHORTHAND DICTATION EXERCISES, GREGG EDITION, contains vocabulary drills, plates for reading, typed material to be written in shorthand, and word studies.

The exercises are graduated according to difficulty. The vocabulary list in the back of the book provides an easy reference for syllabication and shorthand outlines.

Eldridge, Edward H., NEW SHORTHAND DICTATION EXERCISES, SIMPLIFIED, American Book Company, Boston, Massachusetts, 1950.

Pages: 240

Price: $2.00

Annotation:

NEW SHORTHAND DICTATION EXERCISES, SIMPLIFIED, contains vocabulary drills, plates for reading, typed material to be written in shorthand, and word studies.

The exercises are graduated according to difficulty, beginning with short letters of fifty words and working up to letters of five hundred words.

The vocabulary list in the back of the book provides an easy reference for syllabication and shorthand outlines.

Aldridge, Edward H., NEW SHORTHAND DICTATION EXERCISES, GREGG EDITION, American Book Company, Boston, Massachusetts, 1940.

Pages: 240

Price: $2.00

Annotation:

NEW SHORTHAND DICTATION EXERCISES, GREGG EDITION, contains vocabulary drills, plates for reading, typed material to be written in shorthand, and word studies.

The exercises are graduated according to difficulty. The vocabulary list in the back of the book provides an easy reference for syllabication and shorthand outlines.

Aldridge, Edward H., NEW SHORTHAND DICTATION EXERCISES, SIMPLIFIED, American Book Company, Boston, Massachusetts, 1950.

Pages: 240

Price: $2.00

Annotation:

NEW SHORTHAND DICTATION EXERCISES, SIMPLIFIED, contains vocabulary drills, plates for reading, typed material to be written in shorthand, and word studies.

The exercises are graduated according to difficulty, beginning with short letters of fifty words and working up to letters of five hundred words.

The vocabulary list in the back of the book provides an easy reference for syllabication and shorthand outlines.

Forkner, Hamden L., Osborne, Agnes E. and O'Brien, James E., CORRELATED DICTATION AND TRANSCRIPTION, D. C. Heath and Company, Boston, Massachusetts, 1940.

Pages: 555

Price: $3.40

Annotation:

CORRELATED DICTATION AND TRANSCRIPTION, as the title indicates, is designed especially to correlate shorthand, typing, English, punctuation, spelling, division of words, and vocabulary building.

The letters and articles provided for dictation and typing practice are graduated as to length and syllabication difficulty. Each piece of material is amply previewed with correct shorthand outlines.

Shorthand plates of the dictation and typing practice material, with stroke count, are included at the close of each unit of work.

Porter, Harlan L., Osborne, Agnes E. and O'Brien, James K.,
CORRELATED DICTATION AND TRANSCRIPTION, D. C. Heath and
Company, Boston, Massachusetts, 1940.

Pages: 355

Price: $3.40

Appreciation:

CORRELATED DICTATION AND TRANSCRIPTION, as the title indicates, is designed especially to correlate shorthand, typing, English, punctuation, spelling, division of words, and vocabulary building.

The letters and articles provided for dictation and typing practice are graduated as to length and syllabication difficulty. Each piece of material is amply provided with marked shorthand outlines.

Included pieces of the dictation and typing practice material, with stroke count, are included at the close of each unit of work.

Gregg, John Robert, GREGG SPEED BUILDING FOR COLLEGES, Gregg Publishing Division, McGraw-Hill Book Company, Inc., New York, New York, 1943.

Pages: 640

Price: $3.25

Annotation:

GREGG SPEED BUILDING FOR COLLEGES contains 160 assignments reviewing theory, introducing speed-writing devices, enlarging the writer's vocabulary, and giving practice in the writing of phrases and word families.

This book is designed for a one-year course. The material covers general business dictation, vocational dictation, and congressional-record dictation.

Gregg, John Robert, Leslie, Louis A., and Zoubek, Charles E., GREGG SHORTHAND MANUAL SIMPLIFIED, Gregg Publishing Division, McGraw-Hill Book Company, Inc., New York, New York, 1949.

Pages: 319

Price: $2.48

Annotation:

GREGG SHORTHAND MANUAL SIMPLIFIED is a basic textbook including all principles for the writing of shorthand symbols. The book contains 70 lessons--the first 48 covering all the basic concepts.

Every sixth lesson reviews each preceding shorthand principle taught. Pretranscription training in spelling and punctuation is introduced in Lesson 37 and given daily attention thereafter.

Gregg, John Robert, GREGG SPEED BUILDING FOR COLLEGES, Gregg Publishing Division, McGraw-Hill Book Company, Inc., New York, New York, 1953.

Pages: 590

Price: $3.25

Annotation:

GREGG SPEED BUILDING FOR COLLEGES contains 100 one/in-ute revieving theory, introducing speed-writing devices, enlarging the writer's vocabulary, and giving practice in the writing of phrases and word families.

This book is designed for a one-year course. The materials cover general business dictation, vocational dictation, and congressional-record dictation.

Gregg, John Robert, Leslie, Louis A., and Zoubek, Charles E., GREGG SHORTHAND MANUAL SIMPLIFIED, Gregg Publishing Division, McGraw Hill Book Company, Inc., New York, New York, 1949.

Pages: 319

Price: $2.48

Annotation:

GREGG SHORTHAND MANUAL SIMPLIFIED is a basic textbook including all principles for the writing of shorthand symbols. The book contains 70 lessons--the first 48 covering all the basic concepts.

Every sixth lesson reviews each preceding shorthand principle taught. Preliminary-position training in spelling and punctuation is introduced in lesson 37 and given daily attention thereafter.

Gregg, John Robert, Leslie, Louis A., and Zoubek, Charles E., GREGG SPEED BUILDING SIMPLIFIED, Gregg Publishing Division, McGraw-Hill Book Company, Inc., New York, New York, 1949.

Pages: 445

Price: $2.72

Annotation:

GREGG SPEED BUILDING SIMPLIFIED is an 80-lesson book giving attention to the construction of new outlines, mastery of more word families, skill in writing shorthand names and phrases, and penmanship practice.

The marginal reminders on spelling and punctuation are included as in other Gregg texts. Both longhand and shorthand plates are used throughout the book.

Gregg, John Robert, Leslie, Louis A., and Zoubek, Charles E., MOST USED SHORTHAND WORDS AND PHRASES, SIMPLIFIED EDITION, Gregg Publishing Division, McGraw-Hill Book Company, Inc., New York, New York, 1949.

Pages: 127

Price: 80¢

Annotation:

MOST USED SHORTHAND WORDS AND PHRASES, SIMPLIFIED EDITION, contains a list of 3,000 business words and 2,000 business phrases arranged to correlate with each lesson in the simplified manual.

The words and phrases are listed in dictionary form and shorthand outlines are also given.

Gregg, John Robert, Leslie, Louis A., and Zoubek, Charles E.,
GREGG SPEED BUILDING SIMPLIFIED, Gregg Publishing Division, McGraw-Hill Book Company, Inc., New York, New York, 1949.

Pages: 445

Price: $2.72

Annotation:

GREGG SPEED BUILDING SIMPLIFIED is an 80-lesson book giving attention to the construction of new outlines, mastery of more word families, skill in writing shorthand names and phrases, and penmanship practice.

The marginal remiders on spelling and punctuation are included as in other Gregg texts. Both longhand and shorthand plates are used throughout the book.

Gregg, John Robert, Leslie, Louis A., and Zoubek, Charles E.,
MOST USED SHORTHAND WORDS AND PHRASES, SIMPLIFIED EDITION, Gregg Publishing Division, McGraw-Hill Book Company, Inc., New York, New York, 1949.

Pages: 127

Price: 80¢

Annotation:

MOST USED SHORTHAND WORDS AND PHRASES, SIMPLIFIED EDITION, contains a list of 3,000 business words and 2,000 business phrases arranged to correlate with each lesson in the simplified manual.

The words and phrases are listed in dictionary form and shorthand outlines are also given.

Gregg, John Robert, Leslie, Louis A., and Zoubek, Charles E., PHRASES OF GREGG SHORTHAND SIMPLIFIED, Gregg Publishing Division, McGraw-Hill Book Company, Inc., New York, New York, 1949.

Pages: 125

Price: $1.48

Annotation:

PHRASES OF GREGG SHORTHAND SIMPLIFIED is a compilation of more than 4,000 phrases arranged in alphabetic order and according to word families.

One section is devoted to phrases dealing with legal terminology.

Gregg, John Robert, Leslie, Louis A., and Zoubek, Charles E., GREGG SHORTHAND DICTIONARY SIMPLIFIED, Gregg Publishing Division, McGraw-Hill Book Company, Inc., New York, New York, 1949.

Pages: 336

Price: $2.60

Annotation:

GREGG SHORTHAND DICTIONARY SIMPLIFIED includes 26,098 words arranged in alphabetic order. In addition, the dictionary contains 2,604 proper nouns--personal and geographic names.

As the title indicates, all of the outlines are in simplified shorthand.

Gregg, John Robert, Leslie, Louis A., and Zoubek, Charles E., GREGG SPEED BUILDING SIMPLIFIED, ONE-YEAR COURSE, Gregg Publishing Division, McGraw-Hill Book Company, Inc., New York, New York, 1951.

Pages: 671

Price: $3.12

Annotation:

GREGG SPEED BUILDING SIMPLIFIED, ONE-YEAR COURSE, contains in Part I the same material which now appears in GREGG SPEED BUILDING SIMPLIFIED.

Part II is new material which deals with definite fields of work: insurance, advertising, credit, magazines and books, vacations, traveling, clothing, electrical appliances, banking and investments, education, real estate, home building and operation, and government dictation.

Gregg, John Robert, and Blanchard, Clyde I., GREGG SPEED BUILDING FOR COLLEGES, SIMPLIFIED EDITION, Gregg Publishing Division, McGraw-Hill Book Company, Inc., New York, New York, 1951.

Pages: 576

Price: $3.25

Annotation:

GREGG SPEED BUILDING FOR COLLEGES, SIMPLIFIED EDITION, provides a complete review of Gregg shorthand theory and English grammar and punctuation rules.

The book deals with departmental dictation and transcription, and vocational and governmental dictation and transcription.

Gregg, John Robert, Condie, Louis A., and Souther, Charles G.,
GREGG SPEED BUILDING SIMPLIFIED, ONE-YEAR COURSE, Gregg
Publishing Division, McGraw-Hill Book Company, Inc.,
New York, New York, 1951.

Pages: 371

Price: $2.12

Annotation:

GREGG SPEED BUILDING SIMPLIFIED, ONE-YEAR COURSE, contains
in part 1 the same material which now appears in GREGG SPEED
BUILDING SIMPLIFIED.

Part II is new material which deals with practice drills
of words: insurance, advertising, email, magazines and books,
aviation, travelling, drafting, electrical engineering, bank-
ing and investments, aviation, road gates, home building
and decoration, and government direction.

Gregg, John Robert, and Hanchard, Clyde I., GREGG SPEED
BUILDING FOR COLLEGES, SIMPLIFIED EDITION, Gregg
Publishing Division, McGraw-Hill Book Company, Inc.,
New York, New York, 1953.

Pages: 370

Price: $3.25

Annotation:

GREGG SPEED BUILDING FOR COLLEGES, SIMPLIFIED EDITION,
provides a complete review of Gregg shorthand theory and
English grammar and punctuation rules.

The book begin with dependent dictation and transcrip-
tion, and vocational and governmental dictation and transcrip-
tion.

Ickes, Paul C., BASIC TRANSCRIPTION, Gregg Publishing Division, McGraw-Hill Book Company, Inc., New York, New York, 1945.

Pages: 320

Price: $2.20

Annotation:

BASIC TRANSCRIPTION is designed for use in a one-term course for the purpose of integrating shorthand, English, and typing skills in the formation of trained transcription ability.

The material is constructed to provide a systematic repetition of English writing rules, high-frequency words that are difficult to spell, and commonly confused homonyms and similar words.

Each lesson contains practice material in both longhand and shorthand--Anniversary Edition Gregg shorthand outlines are used.

Lokes, Paul C.. BASIC TRANSCRIPTION. George Fundaiaing Division, McGraw-Hill Book Company, Inc.. New York, New York, 1965.

Pages: 32.

Price: $2.20

Annotation:

BASIC TRANSCRIPTION is designed for use in a one-term course for the purpose of interpreting shorthand, English, and typing skills in the formation of trained transcription ability.

The material is constructed to provide a systematic repetition of English writing rules, high-frequency words that are difficult to spell, and commonly confused homonyms and similar words.

Each lesson combines practice material in both longhand and shorthand--Anniversary Edition Gregg shorthand outlines are used.

Kline, A. E., GRADED DRILLS IN GREGG SHORTHAND SIMPLIFIED, Gregg Publishing Division, McGraw-Hill Book Company, Inc., New York, New York, 1951.

Pages: 186

Price: $1.80

Annotation:

GRADED DRILLS IN GREGG SHORTHAND SIMPLIFIED contains supplementary material correlated with each lesson of Gregg shorthand simplified basic textbooks.

Most of the material is presented in longhand, but there are several shorthand plates.

Leslie, Louis A., and Zoubek, Charles E., GREGG SHORTHAND MANUAL SIMPLIFIED, FUNCTIONAL METHOD, Gregg Publishing Division, McGraw-Hill Book Company, Inc., New York, New York, 1949.

Pages: 446

Price: $2.72

Annotation:

GREGG SHORTHAND MANUAL SIMPLIFIED, FUNCTIONAL METHOD, is a basic text stressing the reading approach. The shorthand principles are covered in the first 45 lessons without undue stress on rules. Each lesson contains a minimum of rules and a maximum of reading and dictation material.

In the margins of this book are featured pointers in English grammar, spelling, punctuation, vocabulary, et cetera. Each lesson provides for review, and every sixth lesson furnishes a complete cumulative review.

Kile, A. E., GRADED DRILL IN GREGG SHORTHAND SIMPLIFIED, Gregg Publishing Division, McGraw-Hill Book Company, Inc., New York, New York, 1951.

Pages: 185

Price: $1.80

Annotation:

GRADED DRILL IN GREGG SHORTHAND SIMPLIFIED contains supplementary material correlated with each lesson of Gregg shorthand simplified basic textbooks.

Most of the material is presented in longhand, but there are several shorthand plates.

Leslie, Louis A., and Zoubek, Charles E., GREGG SHORTHAND MANUAL SIMPLIFIED, FUNCTIONAL METHOD, Gregg Publishing Division, McGraw-Hill Book Company, Inc., New York, New York, 1949.

Pages: 446

Price: $2.72

Annotation:

GREGG SHORTHAND MANUAL SIMPLIFIED, FUNCTIONAL METHOD, is a basic text stressing the reading approach. The shorthand principles are covered in the first 45 lessons without undue stress on rules. Each lesson contains a minimum of rules and a maximum of reading and dictation material.

In the margins of this book are featured pointers in English grammar, spelling, punctuation, vocabulary, et cetera. Each lesson provides for review, and every sixth lesson includes a complete cumulative review.

Leslie, Louis A. and Zoubek, Charles E., GREGG TRANSCRIPTION SIMPLIFIED, Gregg Publishing Division, McGraw-Hill Book Company, Inc., New York, New York, 1949.

Pages: 447

Price: $2.72

Annotation:

GREGG TRANSCRIPTION SIMPLIFIED is a one-term course in vocational transcription. This book provides material for speed building and contains complete theory and brief form reviews, and transcription pointers in English, spelling, punctuation, and typing style.

Over 400 letters, graduated according to word difficulty, supply the material for the development of vocational transcription competency.

Leslie, Louis A. and Zoubek, Charles E., GREGG DICTATION SIMPLIFIED, Gregg Publishing Division, MeGraw-Hill Book Company, Inc., New York, New York, 1949.

Pages: 446

Price: $2.72

Annotation:

GREGG DICTATION SIMPLIFIED is designed to follow the basic textbooks in Gregg shorthand. The marginal reminders--spelling, punctuation, grammar, and vocabulary are intensified and expanded.

The material in this book reviews all shorthand theory and is graduated to provide for progress in shorthand ability.

Leslie, Louis A. and Zoubek, Charles E., GREGG TRANSCRIPTION SIMPLIFIED, Gregg Publishing Division, McGraw-Hill Book Company, Inc., New York, New York, 1949.

Pages: 447

Price: $4.72

Annotation:

GREGG TRANSCRIPTION SIMPLIFIED is a one-term course in vocational transcription. This book provides material for speed building and contains complete theory and brief form reviews, and transcription problems in English, spelling, punctuation, and typing style.

Over 400 letters, graduated according to word difficulty, supply the material for the development of vocational transcription competency.

Leslie, Louis A. and Zoubek, Charles E., GREGG DICTATION SIMPLIFIED, Gregg Publishing Division, McGraw-Hill Book Company, Inc., New York, New York, 1949.

Pages: 445

Price: $4.72

Annotation:

GREGG DICTATION SIMPLIFIED is designed to follow the basic textbooks in Gregg shorthand. The marginal reminders--spelling, punctuation, grammar, and vocabulary are integrated and expanded.

The material in this book reviews all shorthand theory and is graduated to provide for progress in shorthand ability.

Leslie, Louis A. and Zoubek, Charles E., GREGG ADVANCED DICTATION SIMPLIFIED, Gregg Publishing Division, McGraw-Hill Book Company, Inc., New York, New York, 1950.

Pages: 447

Price: $2.72

Annotation:

GREGG ADVANCED DICTATION SIMPLIFIED features automatic reviews, transcription training, and speed and accuracy building in reading and writing shorthand.

This book is entirely in shorthand.

Leslie, Louis A. and Zoubek, Charles E., DICTATION FOR MAILABLE TRANSCRIPTS, Gregg Publishing Division, McGraw-Hill Book Company, Inc., New York, New York, 1950.

Pages: 249

Price: $2.50

Annotation:

DICTATION FOR MAILABLE TRANSCRIPTS is a new-matter dictation book correlated with GREGG TRANSCRIPTION SIMPLIFIED and may be used as a companion book.

The letters are arranged according to syllabic intensity of word count.

Leslie, Louis A. and Zoubek, Charles E., GREGG ADVANCED DICTATION SIMPLIFIED, Gregg Publishing Division, McGraw-Hill Book Company, Inc., New York, New York, 1950.

Pages: 447

Price: $2.72

Description:

GREGG ADVANCED DICTATION SIMPLIFIED features supplementary reviews, transcription training, and speed and accuracy building in reading and writing shorthand.

This book is entirely in shorthand.

Leslie, Louis A. and Zoubek, Charles E., DICTATION FOR MAILABLE TRANSCRIPTS, Gregg Publishing Division, McGraw-Hill Book Company, Inc., New York, New York, 1950.

Pages: 249

Price: $2.20

Description:

DICTATION FOR MAILABLE TRANSCRIPTS is a new-matter dictation book correlated with GREGG TRANSCRIPTION SIMPLIFIED and may be used as a companion book.

The letters are arranged according to syllable intensity of word count.

Leslie, Louis A., Zoubek, Charles E. and Hosler, Russell J., GREGG SHORTHAND SIMPLIFIED--FOR COLLEGES, VOLUME I, Gregg Publishing Division, McGraw-Hill Book Company, Inc., New York, New York, 1953.

Pages: 384

Price: $2.75

Annotation:

GREGG SHORTHAND SIMPLIFIED--FOR COLLEGES, VOLUME I, is a basic shorthand textbook designed for use on the college level. The fundamental principles are presented in such a manner as to effectively appeal to the adult mind.

The theory presentation is broken down into small units for faster learning. Each new point is presented in a separate paragraph and is so organized that the student can easily study by himself.

Informative material, information that the learner may use throughout his business career, is used for all reading and writing practice.

Volume I contains seventy lessons. The first 54 lessons cover the complete theory, and the last 16 lessons provide for review and further skill building.

Lasilo, Louis A., Joubek, Charles E. and Hosler, Russell J.,
GOOD ENGLISH SIMPLIFIED--FOR COLLEGES, VOLUME I, Gregg
Publishing Division, McGraw-Hill Book Company, Inc.,
New York, New York, 1953.

Pages: 394

Price: $2.75

Description:

GOOD ENGLISH SIMPLIFIED--FOR COLLEGES, VOLUME I, is a basic shorthand textbook designed for use on the college level. The fundamental principles are presented in such a manner as to effectively appeal to the adult mind.

The theory presentation is broken down into small units for faster learning. Each new point is presented in a separate paragraph and is so organized that the student can easily study by himself.

Informative material, introducing the learner to the shorthand business career, is used for all reading and writing practice.

Volume I contains seventy lessons. The first 34 lessons cover the complete theory, and the last 16 lessons provide for review and further skill building.

Leslie, Louis A., Zoubek, Charles E. and Hosler, Russell J., GREGG SHORTHAND SIMPLIFIED--FOR COLLEGES, VOLUME II, Gregg Publishing Division, McGraw-Hill Book Company, Inc., New York, New York, 1953.

Pages:

Price: $3.00

Annotation:

GREGG SHORTHAND SIMPLIFIED--FOR COLLEGES, VOLUME II, is designed especially for colleges with the material parallel to that found in GREGG DICTATION SIMPLIFIED. Emphasis is upon faster learning with less supervision.

The practice material is entirely different--especially appealing to the more adult mind of the college student. The textbook includes pertinent business information which the student may put to immediate use in his career.

Volume II features the marginal reminders, systematic theory reviews, word-analogy drills, and other learning devices found in the Gregg Shorthand Simplified Series.

Leslie, Louis A., Zoubek, Gordon E. and Hoefer, Russell G.,
GREGG SHORTHAND SIMPLIFIED--NEW COURSE, VOLUME II,
Gregg Publishing Division, McGraw-Hill Book Company, Inc.,
New York, New York, 1953.

Name:

Price: $3.00

Description:

GREGG SHORTHAND SIMPLIFIED--NEW COURSE, VOLUME II, is designed especially for college with the material parallel to that found in GREGG DICTATION SYNTHESIS. Emphasis is upon faster learning, with less supervision.

The periodic material is entirely different--especially appealing to the more adult kind of the college student. The textbook includes personnel business information which the student may use in immediate use in his career.

Volume II features the vertical members, systematic theory review, word-energy drills, and other learning devices found in the Gregg Shorthand Simplified Series.

McNamara, Edward J. and Baten, Charles E., RATIONAL DICTATION STUDIES, Gregg Publishing Division, McGraw-Hill Book Company, Inc., New York, New York, 1943.

Pages: 311

Price: $2.52

Annotation:

RATIONAL DICTATION STUDIES emphasizes writing shorthand from longhand. Shorthand outlines are previewed in the margins.

Exact copies of New York State Regents Examination are included in this book.

Newman, Harry W., MOST-USED NAVY TERMS, Gregg Publishing Division, McGraw-Hill Book Company, Inc., New York, New York, 1942.

Pages: 58

Price: 70¢

Annotation:

MOST-USED NAVY TERMS is a pamphlet containing a high-frequency naval vocabulary.

The following terms are presented in both longhand and shorthand: navigation, meteorology, oceanography, ordnance and gunnery, radio communication, electricity, marine engineering, lifeboat station, carpentry, photography, aviation, personnel, small stores, pay and supply, cooking and baking.

Mohamara, Edward J. and Bates, Charles E., RATIONAL DICTATION STUDIES, Gregg Publishing Division, McGraw-Hill Book Company, Inc., New York, New York, 1963.

Pages: 311

Price: $8.52

Annotation:

RATIONAL DICTATION STUDIES emphasizes writing shorthand from longhand. Shorthand outlines are previewed in the margins.

Exact copies of New York State Regents Examination are included in this book.

Newman, Harry H., MOST-USED NAVY TERMS, Gregg Publishing Division, McGraw-Hill Book Company, Inc., New York, New York, 1962.

Pages: 38

Price: 70¢

Annotation:

MOST-USED NAVY TERMS is a pamphlet containing a high-frequency naval vocabulary.

The following terms are presented in both longhand and shorthand: navigation, meteorology, oceanography, ordnance and gunnery, radio communication, electricity, marine engineering, lifeboat station, tarpaulin, photography, aviation, personnel, small stores, pay and supply, cooking and baking.

Riemer, Edwin, BASIC SHORTHAND DICTATION, GREGG SIMPLIFIED EDITION, Gregg Publishing Division, McGraw-Hill Book Company, Inc., New York, New York, 1950.

Pages: 256

Price: $2.50

Annotation:

BASIC SHORTHAND DICTATION, GREGG SIMPLIFIED EDITION, is a student's workbook. This workbook provides the student with practice material--words, phrases, and connected matter --for self-improvement.

Smither, Effie B., GREGG MEDICAL SHORTHAND MANUAL, Gregg Publishing Division, McGraw-Hill Book Company, Inc., New York, New York, 1942.

Pages: 197

Price: $2.50

Annotation:

GREGG MEDICAL SHORTHAND MANUAL presents the principles of Gregg shorthand applied to medical terms. The prefixes and suffixes of medical terminology are defined and explained. The book contains alphabetical lists of common medical terms, phrases, and word combinations.

Anniversary Edition outlines are used.

Hamer, Edwin. BASIC SHORTHAND DICTATION, GREGG SIMPLIFIED EDITION, Gregg Publishing Division, McGraw-Hill Book Company, Inc., New York, New York, 1950.

Pages: 275

Price: $2.50

Annotation:

BASIC SHORTHAND DICTATION, GREGG SIMPLIFIED EDITION, is a student's workbook. This workbook provides the student with practice material--words, phrases, and connected matter--for self-improvement.

Smither, Estle B., GREGG MEDICAL SHORTHAND MANUAL, Gregg Publishing Division, McGraw-Hill Book Company, Inc., New York, New York, 1952.

Pages: 137

Price: $2.50

Annotation:

GREGG MEDICAL SHORTHAND MANUAL presents the principles of Gregg shorthand applied to medical terms. The prefixes and suffixes or medical terminology are defined and explained. The book contains alphabetical lists of common medical terms, phrases, and word combinations.

Anniversary Edition outlines are used.

Tidwell, Fred M. and Stuart, Esta Ross, CORRELATED TRANSCRIPTION DRILLS, Gregg Publishing Division, McGraw-Hill Book Company, Inc., New York, New York, 1952.

Pages: 147

Price: $1.60

Annotation:

CORRELATED TRANSCRIPTION DRILLS is a student's self-instructing workbook containing graduated lessons correlated with GREGG DICTATION SIMPLIFIED.

Pointers for building and improving transcription skill: typing, punctuation, spelling, grammar, et cetera are an integral part of each lesson.

The last page of each lesson is a perforated worksheet summarizing the lesson and previewing the next lesson.

Tidwell, Fred M. and Stuart, Kate Rose, COORDINATED TRANSCRIPTION DRILLS, Gregg Publishing Division, McGraw-Hill Book Company, Inc., New York, New York, 1952.

Pages: 147

Price: $1.50

Annotation:

COORDINATED TRANSCRIPTION DRILLS is a student's self-instructing workbook containing graduated lessons correlated with GREGG DICTATION SIMPLIFIED.

Patterns for building and improving transcription skills: typing, punctuation, spelling, grammar, et cetera are an integral part of each lesson.

The last page of each lesson is a perforated worksheet summarizing the lesson and previewing the next lesson.

Whitmore, Irol and Wanous, S. J., SHORTHAND TRANSCRIPTION STUDIES, SECOND EDITION, SIMPLIFIED, South-Western Publishing Company, New Rochelle, New York, 1950.

Pages: 251

Price: $2.25

Annotation:

SHORTHAND TRANSCRIPTION STUDIES, SECOND EDITION, SIMPLIFIED, is a 70-lesson textbook combining typewriting and advanced shorthand skills. Various office practices are introduced, and related skills pertaining to spelling, punctuation, editing, proofreading, capitalizing, and similar topics are correlated with each lesson.

Transcription skill is developed in five stages: from shorthand plates; from students' shorthand notes taken from print; from familiar dictated material; from unfamiliar dictated material requiring editing and revision; and from cold-note dictated material.

Thought-phrase reading of shorthand notes for transcription, related problems of office practices, and short cuts involving handling carbon paper are presented. Erasing, arranging and using materials, dictionary use, addressing envelopes, et cetera are also introduced.

Williams, Irol and Monroe, S. J., SHORTHAND TRANSCRIPTION STUDIES, SECOND EDITION, SIMPLIFIED, South-Western Publishing Company, New Rochelle, New York, 1950.

Pages: 251

Price: $2.95

Annotation:

SHORTHAND TRANSCRIPTION STUDIES, SECOND EDITION, SIMPLIFIED, is a 70-lesson textbook combining typewriting and advanced shorthand skills. Various office practices are introduced, and related skills pertaining to spelling, punctuation, editing, proofreading, capitalizing, and similar topics are correlated with each lesson.

Transcription skill is developed in five stages: from shorthand plates; from students' shorthand notes taken from print; from familiar dictated material; from unfamiliar dictated material requiring editing and revision; and from cold-note dictated material.

Thought-phrase reading of shorthand notes for transcription, related problems of office practice, and short cuts involving handling carbon paper are presented. Erasing, attaching and listing materials, dictionary use, addressing envelopes, etc. etcetera are also introduced.

Young, I. H., DIRECTED HOMEWORK IN GREGG SHORTHAND, Gregg Publishing Division, McGraw-Hill Book Company, Inc., New York, New York, 1942.

Pages: 192

Price: $1.68

Annotation:

DIRECTED HOMEWORK IN GREGG SHORTHAND is a student's workbook containing exercises correlated with the lessons in GREGG ANNIVERSARY EDITION MANUAL.

The homework assignments are predetermined by the author of the workbook.

Young, I. H., DIRECTED HOMEWORK IN GREGG SHORTHAND SIMPLIFIED EDITION, Gregg Publishing Division, McGraw-Hill Book Company, Inc., New York, New York, 1949.

Pages: 160

Price: $1.52

Annotation:

DIRECTED HOMEWORK IN GREGG SHORTHAND SIMPLIFIED EDITION is a student's workbook containing exercises correlated with the assignments in the GREGG SHORTHAND MANUAL SIMPLIFIED.

The homework assignments are predetermined by the author.

ANNOTATED BIBLIOGRAPHY

of

TYPEWRITING

TEXTBOOKS

Altholz, Nathaniel and Altholz, Gertrude, MODERN TYPEWRITING PRACTICE, Pitman Publishing Corporation, New York, New York, 1951.

Pages: 352

Price: $2.72

Annotation:

MODERN TYPEWRITING PRACTICE provides for a complete course in typewriting, covering all the practical phases of typewriting technique and production work. All directions and explanations are geared to the pupils' speech level; exercise material is carefully graded to facilitate keyboard mastery and the development of correct techniques; graduated supplementary practice material and remedial exercises are supplied to meet the needs of pupils of varying abilities; ample graded material is included to provide for vocational and personal typing needs; and various kinds of illustrative material, such as charts, photographs, diagrams, and models of standard types of production work are presented to facilitate learning and teaching.

The textbook is so designed as to allow for flexibility in the presentation of instructional materials, thus enabling the instructor to follow the method he chooses and to select the work best suited to the needs of each individual class. The manual contains general teaching suggestions, specific instructions for teaching topics in the text, and detailed plans for exercises requiring such.

Baten, Charles Edwin, TYPING LETTERS FOR GREATER SKILL, Gregg Publishing Division, McGraw-Hill Book Company, Inc., New York, New York, 1948.

Pages: 96

Price: $2.40

Annotation:

TYPING LETTERS FOR GREATER SKILL is a one-term text dealing with letter composition. The material includes: letter styles, letters with special lines, letters with special paragraphs, and letters with tabulation.

The book is well illustrated with facsimile letters.

Bendixen, Ethel T. and Ricksen, Helen Schneider, PRODUCTION TYPING, South-Western Publishing Company, New Rochelle, New York, 1951.

Pages:

Price: $3.15

Annotation:

PRODUCTION TYPING, designed for use in a terminal course in typewriting, consists of a production-typing problem textbook, and the related business forms.

The subject matter covers projects, copying tests, and production jobs with production goals based on the performance of the 60-word a minute typist.

Eaton, Charles Edwin. TYPING MATTERS FOR GREATER SKILL. Gregg Publishing Division, McGraw-Hill Book Company, Inc., New York, New York, 1960.

Price: .90

Date: 52.50

Description:

TYPING MATTERS FOR GREATER SKILL is a one-term text dealing with letter composition. The material includes: letter styles, letters with special lines, letters with special paragraphs, and letters with tabulation.

The book is well illustrated with realistic letters.

Hamstra, Ethel T. and Rukken, Helen Schneider. PRODUCTION TYPING. South-Western Publishing Company, New Rochelle, New York, 1951.

Price:

Date: 53.45

Description:

PRODUCTION TYPING, designed for use in a terminal course in typewriting, contains of a production-typing problem textbook, and the related business forms.

The analysis method covers projects, copying tests, and production jobs with production goals based on the performance of the average-skilled typist.

Blanchard, Clyde I. and Smith, Harold H., TYPING FOR BUSINESS, Series: 80 LESSONS IN TYPING FOR BUSINESS; TYPING FOR BUSINESS, ONE-YEAR COURSE; TYPING FOR BUSINESS, ADVANCED COURSE; and TYPING FOR BUSINESS, A TWO-YEAR COURSE; Gregg Publishing Division, McGraw-Hill Book Company, Inc., New York, New York, 1946.

Pages:	128	PART I
	255	PART II
	128	PART III
	383	PART IV
Price:	$1.60	PART I
	$2.60	PART II
	$1.96	PART III
	$2.60	PART IV

Annotation:

TYPING FOR BUSINESS, Series, is organized in four parts each containing 80 lessons. The four parts may be obtained as one complete text or as separate volumes.

Part I which contains Units 1-16 deals with the mastery of typing techniques, practice on most-used words and phrases, building speed with control, and the application of these skills in production work.

Part II which contains Units 17-32 places emphasis on the typing of business forms. The following areas are covered: duplicating, billing, statistical, traffic, et cetera.

Part III which contains Units 33-48 reviews and intensifies the typing skills and techniques which form a basis for the improvement of production work on the vocational level.

Part IV which contains Units 49-64 deals with technical typing: advertising and publishing, aviation, banking, education, law, manufacturing, transportation, and tests.

Blackstone, Clyde L. and Smith, Harold A. TYPING FOR BUSINESS, Section: TO LEARN IN TYPING FOR BUSINESS: TYPING FOR BUSINESS, CONCISE COURSE; TYPING FOR BUSINESS, ADVANCED TECHNIQUE; and TYPING FOR BUSINESS, A TWO-YEAR COURSE. Gregg Publishing Division, McGraw-Hill Book Company, Inc., New York, New York, 1960.

Pages: 1-29 PART I
30-55 PART II
129 PART III
303 PART IV

Prices: $1.00 PART I
$2.00 PART II
$1.00 PART III
$2.00 PART IV

Annotation:

TYPING FOR BUSINESS, series, is organized in four parts or in combining CD Lessons. The four parts may be obtained as one complete text or in separate volumes.

Part I which contains Units 1-10 deals with the mastery of typing techniques, practice on word-level words and phrases, building speed with control, and the application of these skills to production work.

Part II which contains Units 11-32 places emphasis on the typing of business forms. The following forms are covered: letters, billing, statistical, memo, or notes.

Part III which contains Units 33-48 reviews and intensifies the typing skills and techniques which form a basis for the improvement of production work on the vocational level.

Part IV which contains Units 49-64 deals with business typing: advertising and publishing, aviation, banking, education, law, manufacturing, transportation, and trade.

Leslie, Louis A. and Pepe, Philip S., TYPING SIMPLIFIED, American Book Company, Boston, Massachusetts, 1951.

Pages: 200

Price: $2.30

Annotation:

TYPING SIMPLIFIED is so organized that it may be used for a brief course, less than a year; a one-year course; or a two-year course. The keyboard is presented by the grouped-letter pattern with emphasis on speed-of-key manipulation. The complete sentence is the smallest practice unit.

The arithmetic element is practically eliminated from the computation of the timed writings.

Letter placement is taught by the use of three dots which indicate the beginning point of the inside address for the short, medium, and long letter. Sample copies of most business forms are included in the reference section.

The small size and side-opening of this textbook are unusual.

Leslie, Louis A. and Pope, Philip S., TYPING SIMPLIFIED, American Book Company, Boston, Massachusetts, 1931.

Pages: 200

Price: $2.30

Annotation:

TYPING SIMPLIFIED is so organized that it may be used for a brief course, less than a year; a one-year course; or a two-year course. The keyboard is presented by the grouped-letter pattern with emphasis on speed-of-key manipulation. The complete sentence is the smallest practice unit.

The arithmetic element is practically eliminated from the composition of the timed writings.

Letter placement is taught by the use of three dots which indicate the beginning point of the inside address for the short, medium, and long letter. Sample copies of most business forms are included in the reference section.

The small size and side-opening of this textbook are unusual.

Lessenberry, D. D. and Wanous, S. J., COLLEGE TYPEWRITING, FOURTH EDITION, South-Western Publishing Company, New Rochelle, New York, 1947.

Pages: 336

Price: $2.50

Annotation:

COLLEGE TYPEWRITING, FOURTH EDITION, is a skill-development textbook which contains material for a two-year course, covering many exercises for building speed with accuracy, and practical production materials involving the typing of letters, reports, tables, statistical copy and other production problems.

Lessons containing drives for speed with accuracy are alternated with lessons on problem material. Bonus typing problems and drills are included for expanding or contracting the course, and allowing for individual differences in students.

Special emphasis is placed upon secretarial typing--typing minutes of meetings, secretarial work in an insurance office and secretarial work in the legal office.

Leavenworth, D. D. and Warner, S. J., COLLEGE TYPEWRITING, FOURTH EDITION, South-Western Publishing Company, New Rochelle, New York, 1947.

Pages: 330

Price: $2.80

Description:

COLLEGE TYPEWRITING, FOURTH EDITION, is a skill-development textbook which contains material for a two-year course, covering many exercises for building speed with accuracy, and practical production materials involving the typing of letters, reports, tables, statistical copy and other production problems.

Lessons containing drills for speed with accuracy are alternated with lessons on problem material. Bonus typing problems and drills are included for expanding or contracting the course, and allowing for individual differences in students.

Special emphasis is placed upon secretarial typing--typing minutes of meetings, secretarial work in an insurance office and secretarial work in the legal office.

Lloyd, Alan C., PERSONAL TYPING, Gregg Publishing Division, McGraw-Hill Book Company, Inc., New York, New York, 1947.

Pages: 96

Price: $1.92

Annotation:

PERSONAL TYPING is a nonvocational textbook, designed with emphasis on academic typing. The typing of personal-problem material is the unique feature of the book.

MacClain, Lenore Fenton and Dame, J. Frank, TYPEWRITING TECHNIQUES AND SHORT CUTS, South-Western Publishing Company, New Rochelle, New York, 1948.

Pages: 138

Price: 83¢

Annotation:

TYPEWRITING TECHNIQUES AND SHORT CUTS is a special skill-building textbook containing 37 lessons each including a warm-up drill, a 15-minute timed writing, and a follow-up exercise.

All the material to be typed deals with the various typewriting techniques, including proper form, proper position, concentration and short cuts.

Lloyd, Alan C.. PERSONAL TYPING. Gregg Publishing Division, McGraw-Hill Book Company, Inc., New York, New York, 1964.

Issue: 90

Price: $1.92

Annotation:

PERSONAL TYPING is a nonvocational textbook, designed with emphasis on academic typing. The typing of personal-problem material is the unique feature of the book.

McGlain, Lenore Fenton and Dame, J. Frank. TYPEWRITING TECHNIQUES AND SHORT CUTS. South-Western Publishing Company, New Rochelle, New York, 1968.

Issue: 130

Price: $3

Annotation:

TYPEWRITING TECHNIQUES AND SHORT CUTS is a special skill-building textbook containing 37 lessons each including a warm-up drill, a 15-minute timed writing, and a follow-up exercise.

All the material to be typed deals with the various type-writing techniques, including proper form, proper position, concentration and short cuts.

Maxwell, W. C., Mursell, James L. and Fries, Albert C., RHYTHMIC TYPEWRITING A PROGRESSIVE TIME-SAVING COURSE, The Ronald Press Company, New York, New York, 1948.

Pages: 213

Price: $2.50

Annotation:

RHYTHMIC TYPEWRITING A PROGRESSIVE TIME-SAVING COURSE is based on the idea that typewriting should be learned in terms of hand movement types, rather than the frequency of key usage. All material is arranged according to graduated difficulty. Balanced word patterns are used for mastering the keyboard, followed by semi-balanced word patterns, and miscellaneous word patterns.

The second part of the book is devoted to material providing for complete mastery of typing skill. The final lessons provide test material for measuring production ability.

Maxwell, W. G., Morrell, James I., and Price, Albert C.,
WRITING TYPEWRITING A PROGRESSIVE TIME-SAVING COURSE.
The Ronald Press Company, New York, New York, 1948.

Pages: 213

Price: $2.50

Annotation:

WRITING TYPEWRITING A PROGRESSIVE TIME-SAVING COURSE is based on the idea that typewriting should be learned in terms of hand movement types, rather than the frequency of key usage. All material is arranged according to graduated difficulty. Balanced word patterns are used for mastering the keyboard, followed by semi-balanced word patterns, and miscellaneous word patterns.

The second part of the book is devoted to material providing for complete mastery of typing skill. The final lessons provide test material for measuring production ability.

Pepe, Philip S., PERSONAL TYPING IN 24 HOURS, TEXT EDITION, Gregg Publishing Division, McGraw-Hill Book Company, Inc., New York, New York, 1949.

Pages: 64

Price: $1.80

Annotation:

PERSONAL TYPING IN 24 HOURS, TEXT EDITION, contains 24 lessons covering the mastery of the keyboard, machine parts, the introduction to letter writing, as well as illustrations of business and manuscript forms. The book is so planned and illustrated that it may be used either as a classroom text or for self-instruction.

This book is amply illustrated with dramatic cartoon coachings of "Typo the Tutor."

Reigner, Charles G. and Gress, John J., ROWE COLLEGE TYPING, The H. M. Rowe Company, Baltimore, Maryland, 1953.

Pages: 251

Price: $2.56

Annotation:

ROWE COLLEGE TYPING is a basic textbook for the post high school student, emphasizing easy-to-understand instructions, an effective method of teaching business letter styles, tabulations, and business forms.

Large clear photographs show all keyboard reaches and operating techniques.

Pepe, Philip S., PERSONAL TYPING IN 24 HOURS, TEXT EDITION, Gregg Publishing Division, McGraw-Hill Book Company, Inc., New York, New York, 1949.

Pages: 24

Price: $1.00

Annotation:

PERSONAL TYPING IN 24 HOURS, TEXT EDITION, contains 24 lessons covering the mastery of the keyboard, machine parts, the introduction to letter writing, as well as illustrations of business and manuscript forms. The book is so planned and illustrated that it may be used either as a classroom text or for self-instruction.

This book is amply illustrated with dramatic cartoon characters of "Typo the Tutor."

Reigner, Charles G. and Green, John L., ROWE COLLEGE TYPING, The H. M. Rowe Company, Baltimore, Maryland, 1953.

Pages: 251

Price: $2.50

Annotation:

ROWE COLLEGE TYPING is a basic textbook for the post high school student, emphasizing easy-to-understand instructions, an effective method of teaching business letter style, tabulations, and business forms.

Large clear photographs show all keyboard reaches and operating techniques.

Reynolds, Helen, and Smith, Harold H., GREGG TYPING FOR COLLEGES, Gregg Publishing Division, McGraw-Hill Book Company, Inc., New York, New York, 1946.

Pages: 256

Price: $2.60

Annotation:

GREGG TYPING FOR COLLEGES features a quick introduction to business material with extensive practice on applications to typing skill.

The textbook is so flexible in organization that it may easily be adapted to fit any length of course and level of training. An unusual amount of stroke-counted practice material is provided.

Riemer, Edwin and Liebling, Louis, AN INTENSIVE COURSE IN TYPEWRITING, American Book Company, Boston, Massachusetts, 1949.

Pages: 63

Price: $1.25

Annotation:

AN INTENSIVE COURSE IN TYPEWRITING is adapted for use in concise and intensive programs in beginning typewriting.

The necessary lesson explanations are worded simply and clearly. Drill exercises precede the application of basic techniques: keyboard mastery, simple material setup, and letter arrangement.

Reynolds, Helen, and Smith, Harold H., GOOD TYPING FOR COLLEGES, Gregg Publishing Division, McGraw-Hill Book Company, Inc., New York, New York, 1946.

Pages: 250

Price: $2.50

Annotation:

GOOD TYPING FOR COLLEGES features a quick introduction to business material with extensive practice on applications to typing drill.

The textbook is so flexible in organization that it may easily be adapted to fit any length of course and level of training. An unusual amount of stroke-counted practice material is provided.

Rinser, Edwin and Liebling, Louis, AN INTENSIVE COURSE IN TYPEWRITING, American Book Company, Boston, Massachusetts, 1949.

Pages: 63

Price: $1.25

Annotation:

AN INTENSIVE COURSE IN TYPEWRITING is adapted for use in concise and intensive programs in beginning typewriting.

The necessary learn exercises are worded simply and clearly. Drill exercises precede the application of basic techniques: keyboard mastery, simple material setup, and letter arrangement.

Rowe, John L. and Lloyd, Alan C., GREGG TYPING, New Series: ONE-YEAR COURSE, ADVANCED COURSE, and COMPLETE COURSE, Gregg Publishing Division, McGraw-Hill Book Company, Inc., New York, New York, 1953.

Pages: 224 ONE-YEAR COURSE

136 ADVANCED COURSE

352 COMPLETE COURSE

Price: $2.28 ONE-YEAR COURSE
$1.96 ADVANCED COURSE
$2.72 COMPLETE COURSE

Annotation:

GREGG TYPING, New Series, is available in ONE-YEAR, ADVANCED, and COMPLETE texts, designed to develop typing speed with accuracy. Control is paramount throughout the book, however, there is ample easy material on which the student builds a higher stroking rate. Throughout the text all practice exercises are purposeful--no action without a definite goal. The many exercises in punctuation, word division, capitalization, treatment of numbers, editing unstyled material, et cetera provide opportunity for thinking instead of merely copying.

The book contains: Part I, Basic Typing; Part II, Office Typing; Part III, Production Typing; and Part IV, Expert Typing.

Part I is arranged for use in either vocational or personal typewriting courses.

The authors' use of visual aids rather than rules for centering and letter placement are noteworthy. Numbers are presented by speed-coded drills--we-23.

Rowe, John L. and Lloyd, Alan C., GREGG TYPING, New Series: ONE-YEAR COURSE, ADVANCED COURSE, and COMPLETE COURSE, Gregg Publishing Division, McGraw-Hill Book Company, Inc., New York, New York, 1953.

Pages: 224 ONE-YEAR COURSE

135 ADVANCED COURSE

352 COMPLETE COURSE

Price: $2.25 ONE-YEAR COURSE
$1.95 ADVANCED COURSE
$2.75 COMPLETE COURSE

Annotation:

GREGG TYPING, New Series, is available in ONE-YEAR, ADVANCED, and COMPLETE courses, designed to develop typing speed with accuracy. Control is paramount throughout the book, however, there is ample easy material on which the student builds a higher stroking rate. Throughout the text all practice exercises are purposeful--no action without a definite goal. The many exercises in punctuation, word division, capitalization, treatment of numbers, editing unsyllabed material, etc. secure provide opportunity for thinking instead of merely copying.

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Part I is arranged for use in either vocational or personal typewriting courses.

The authors' use of visual aids rather than rules for centering and letter placement are noteworthy. Numbers are preceded by speed-coded drills--we-23.

Rowe, John L., TYPEWRITING FOR SPEED AND ACCURACY, Gregg Publishing Division, McGraw-Hill Book Company, Inc., New York, New York, 1952.

Pages: 128

Price: $1.24

Annotation:

TYPEWRITING FOR SPEED AND ACCURACY is a drill book designed to increase speed and accuracy. The book may be used on any level of instruction.

The practice material is pyramidal in arrangement. Timed writings are informative material dealing with typing techniques, office practice, and personal improvement.

The book is divided into three sections. The first deals with the operation of the typewriter--methods for improving skill and speed; the second covers office practice techniques; and the third stresses desirable personal traits.

Howe, John L., TYPEWRITING FOR SPEED AND ACCURACY, Gregg Publishing Division, McGraw-Hill Book Company, Inc., New York, New York, 1952.

Pages: 128

Price: $1.24

Annotation:

TYPEWRITING FOR SPEED AND ACCURACY is a drill book designed to increase speed and accuracy. The book may be used on any level of instruction.

The practice material is premeditated in arrangement. Timed writings are informative material dealing with typing background, office practice, and personal improvement.

The book is divided into three sections. The first deals with the operation of the typewriter--methods for improving skill and speed; the second covers office practice techniques; and the third stresses desirable personal traits.

Smith, Harold H. and Lloyd, Alan C., BASIC COLLEGE TYPEWRITING TECHNIQUE, Gregg Publishing Division, McGraw-Hill Book Company, Inc., New York, New York, 1952.

Pages: 144

Price: $1.60

Annotation:

BASIC COLLEGE TYPEWRITING TECHNIQUE is a 100-lesson course including skill building and application, and pretranscription training.

The textbook contains: keyboard drills, business letters, tables and business forms, manuscripts, review lessons, and testing materials.

Smith, Harold H. and Lloyd, Alan C., COLLEGE TYPEWRITING TECHNIQUE, Gregg Publishing Division, McGraw-Hill Book Company, Inc., New York, New York, 1952.

Pages: 270

Price: $2.75

Annotation:

COLLEGE TYPEWRITING TECHNIQUE which contains 200 lessons is written especially for post-high school use. All exercises are graduated for the progressive development of speed and accuracy.

The principles of English grammar are correlated with the typing exercises. The intuitive placement method is used for the teaching of tabulation.

The word count instead of the stroke count is used in computing the timed writings.

Smith, Harold H. and Lloyd, Alan C., BASIC COLLEGE TYPEWRITING TECHNIQUE, Gregg Publishing Division, McGraw-Hill Book Company, Inc., New York, New York, 1952.

Pages: 144

Price: $1.00

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BASIC COLLEGE TYPEWRITING TECHNIQUE is a 100-lesson course involving skill building and application, and prefvocation training.

The textbook contains: keyboard drills, business letters, tables and business forms, manuscripts, review lessons, and testing materials.

Smith, Harold H. and Lloyd, Alan C., COLLEGE TYPEWRITING TECHNIQUE, Gregg Publishing Division, McGraw-Hill Book Company, Inc., New York, New York, 1952.

Pages: 270

Price: $2.75

Annotation:

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The principles of English grammar are correlated with the typing exercises. The inductive placement method is used for the teaching of tabulation.

The word count instead of the stroke count is used in computing the timed writings.

Stuart, Esta Ross, COLLEGE TYPING, D. C. Heath and Company, Boston, Massachusetts, 1948.

Pages: 184

Price: $3.50

Annotation:

COLLEGE TYPING is designed especially for the student who wishes to make immediate use of his typing skill in college assignments.

Pattern-learning is used throughout the book for the learning of all typing skills. Keyboard and basic vocabulary work is graduated to provide the necessary repetition. Emphasis is placed on dictation and composing at the machine.

Thompson, James M. and Phillips, Gene D., TYPEWRITING TIMED WRITINGS, South-Western Publishing Company, New Rochelle, New York, 1952.

Pages: 128

Price: 90¢

Annotation:

TYPEWRITING TIMED WRITINGS is a paper covered book containing speed-building drills, and 20 timed writings varying in length from one-half minute to 15 minutes.

One long timed writing sufficient for an endurance writing, one hour in length, is included.

Stuart, Ross Rose, COLLEGE TYPING, D. C. Heath and Company, Boston, Massachusetts, 1948.

Pages: 134

Price: $3.50

Annotation:

COLLEGE TYPING is designed especially for the student who wishes to make immediate use of his typing skill in college assignments.

Pattern-learning is used throughout the book for the learning of all typing skills. Keyboard and basic vocabulary work is graduated to provide the necessary repetition. Emphasis is placed on direction and composing at the machine.

Thompson, James M. and Phillips, Gene D., TYPEWRITING TIMES WRITINGS, South-Western Publishing Company, New Rochelle, New York, 1952.

Pages: 128

Price: 90¢

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TYPEWRITING TIMES WRITINGS is a paper covered book containing speed-building drills, and 20 timed writings varying in length from one-half minute to 15 minutes.

One long timed writing sufficient for an endurance writing, one hour in length, is included.

Tidwell, M. Fred and Bell, Mary L., SPEED TYPING, SECOND EDITION, South-Western Publishing Company, New Rochelle, New York, 1949.

Pages: 76

Price: 60¢

Annotation:

SPEED TYPING, SECOND EDITION, is designed for developing basic typing skill and higher rates of speed.

It is recommended for review and brush-up training, for in-service training, for a periodic supplement, or for an intensive terminal course.

Tidwell, M. Fred, Witte and Pelz, OFFICE PRODUCTION TYPING FOR COLLEGES, Prentice-Hall, Inc., New York, New York, 1950.

Pages: 64

Price: $1.00

Annotation:

OFFICE PRODUCTION TYPING FOR COLLEGES uses "flow charts" to show the relationship of the individual steps of modern practice to the entire cycle of operations in the average business office. The learner sees how paper work moves from one person to another, and thus learns the duties performed by each worker in the office. The "flow charts" are explained in simple, narrative style.

All of the projects are built around the activities of a single business organization. The first deals with establishing credit and covers the letter of transmittal, credit report, balance sheet, and profit and loss statement. The second emphasizes purchasing and deals with purchase requisition, purchase order, credit memorandum, and accounts payable subsidiary ledger. The third covers selling, posting, billing, and indexing and alphabetizing. Personnel is taken up in the fourth stressing the letter of application with data sheet. The fifth is devoted to the payroll and covers the time card, payroll journal, payroll checks and cash pay envelopes, and employee's compensation record. The sixth covers the legal aspect--power of attorney, conditional sales contract, and lease.

Gilmail, M. Fred, Mitte and Fels, OFFICE PRODUCTION TYPING FOR COLLEGES, Gregg-McGraw-Hill, Inc., New York, New York, 1950.

Pages: 34

Price: $1.00

Annotation:

OFFICE PRODUCTION TYPING FOR COLLEGES uses "flow charts" to show the relationship of the individual steps of modern production to the entire cycle of operations in the average business office. The learner-sees how paper work moves from one person to another, and sees learns the duties performed by each worker in the office. The "flow charts" are explained in simple, interactive style.

All of the projects are built around the activities of a single business organization. The first deals with establishing credits and covers the letter of transmittal, credit report, reference sheet, and profit and loss statement. The second emphasizes purchasing and deals with purchase requisition, purchase order, credit memorandum, and accounts payable subsidiary ledger. The third covers selling, posting, billing, and indexing and alphabetizing. Recommend is taken up in the fourth stressing the labor of application with data sheet. The fifth is devoted to the payroll and covers the time card, payroll journal, payroll checks and cash pay envelopes, and employee's remuneration record. The sixth covers the legal department-power of attorney, conditional sales contract, and lease.

Wanous, S. J., STATISTICAL TYPING, South-Western Publishing Company, New Rochelle, New York, 1945.

Pages: 64

Price: 56¢

Annotation:

STATISTICAL TYPING contains 111 problems, drills, and tests, emphasizing the use of the symbol keys. Exercises in arranging, centering, proofreading, and tabulating material are stressed throughout the textbook.

Particular attention is given to the setup of tables at the typewriter.

Wanous, S. J., BASIC TYPEWRITING DRILLS, SECOND EDITION, South-Western Publishing Company, New Rochelle, New York, 1950.

Pages: 96

Price: 60¢

Annotation:

BASIC TYPEWRITING DRILLS, SECOND EDITION, is a selective drill book for the use in beginning or advanced typewriting classes. Special drills are available for developing basic skill and for establishing efficient work habits.

Particular attention is given to error correction.

Moore, S. J., STATISTICAL TYPING, South-Western Publishing Company, New Rochelle, New York, 1965.

Pages: 64

Price: $3.

Annotation:

STATISTICAL TYPING contains 121 problems, drills, and tests, emphasizing the use of the symbol keys. Exercises in arithmetic, centering, proofreading, and tabulating materials are stressed throughout the textbook.

Particular attention is given to the setup of tables at the typewriter.

Moore, S. J., BASIC TYPEWRITING DRILLS, SECOND EDITION, South-Western Publishing Company, New Rochelle, New York, 1970.

Pages: 96

Price: $04

Annotation:

BASIC TYPEWRITING DRILLS, SECOND EDITION, is a selective drill book for the use in beginning or advanced typewriting classes. Special drills are available for developing basic skill and for establishing efficient work habits.

Particular attention is given to error correction.

Wanous, S. J., PERSONAL AND PROFESSIONAL TYPING, South-Western Publishing Company, New Rochelle, New York, 1952.

Pages: 176

Price: $1.76

Annotation:

PERSONAL AND PROFESSIONAL TYPING is a textbook for students, writers, salesmen, lawyers, educators, lecturers, research specialists, and others interested in writing jobs.

The book contains tested materials and procedures for teaching composition of essays, talks, outlines, letters, reports, et cetera, at the typewriter.

Particular emphasis is given to helps which build personal skill in the use of the typewriter as a tool of composition.

White, Walter T., Reigner, Charles G. and Fisher, Ray Wall, BASIC BUSINESS TYPING FOR COLLEGES, The H. M. Rowe Company, Baltimore, Maryland, 1951.

Pages: 114

Price: $1.40

Annotation:

BASIC BUSINESS TYPING FOR COLLEGES is an abridged edition of COLLEGE TYPING, SECOND EDITION, especially prepared as a short intensive course in college typewriting.

This textbook contains a quick coverage of all basic techniques, numerous drills, and ample production material.

White, Walter T., Reigner, Charles G. and Fisher, Ray Wall, COLLEGE TYPING, SECOND EDITION, The H. M. Rowe Company, Baltimore, Maryland, 1950.

Pages: 251

Price: $2.16

Annotation:

COLLEGE TYPING, SECOND EDITION, is a basic textbook designed especially for post-high school students, containing quick coverage of letter strokes, extensive section on speed and accuracy building, plenty of special drill material for corrective practice, a complete course in business letters, analysis and preparation of tabulations, plenty of rough drafts, complete training in typing of business forms and papers, legal typing, and a unique review of the entire typing course.

The Manual which accompanies the textbook contains valuable teaching suggestions, lesson plans, et cetera. The Key reproduces facsimile forms of all business letters, business forms, tabulations, rough drafts, and other assignments typed by the student.

Certificates of honor, individual keyboard charts, and typewriting technique tests are available.

White, Walter T., Reigner, Charles G. and Fisher, Ray Will.
COLLEGE TYPING, SECOND EDITION. The H. M. Rowe Company,
Baltimore, Maryland, 1950.

Pages: 251

Price: $2.16

Annotation:

COLLEGE TYPING, SECOND EDITION, is a basic textbook designed especially for post-high school students, containing quick coverage of letter strokes, extensive section on speed and accuracy building, plenty of special drill material for corrective practice, a complete course in business letters, analysis and preparation of tabulations, plenty of rough drafts, complete training in typing of business forms and papers, legal typing, and a unique review of the entire typing course.

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Certificates of honor, individual keyboard charts, and typewriting technique tests are available.

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The Ronald Press Company, 15 East 26th Street, New York 10, New York.

South-Western Publishing Company, 310 Huguenot Street, New Rochelle, New York.

Richard D. Irwin, Inc., 1818 Ridge Road, Homewood, Illinois.

Rinehart & Company, Inc., 232 Madison Avenue, New York 16, New York.

The Royale Press Company, 15 East 26th Street, New York 10, New York.

South-Western Publishing Company, 310 Huguenot Street, New Rochelle, New York.

August 8, 1952

Gentlemen:

Will you please send us copies of your current descriptive catalogues of college-level textbooks in business education?

We are compiling and annotating a bibliography of textbooks in business education for use on the college level.

Will you also please send supplementary lists of recent textbooks in business education for use on the college level that are not included in your current catalogues?

Very truly yours,

Ellen A. Musgrove
Georgia H. Prue

March 9, 1953

Gentlemen:

We are enclosing lists of your business textbooks on the college level about which we need more information and shall gratefully appreciate your co-operation in checking the lists for errors and/or omissions.

The following suggestions may help you with this compilation:

1. Please fill in any "missing" information under each respective heading on the enclosed sheets.

2. Please add to each respective list all missing information concerning any publication within the last ten years, 1942-1952.

3. Please draw a line through any item listed which is not on the college level, or which is out of print.

4. Please add any titles which we may have omitted.

Since this service will entail added responsibility for someone in your company, we expect to compensate for this work. Please bill us to cover the service.

A self-addressed envelope is enclosed for your convenience in returning the completed lists.

Very sincerely yours,

Ellen A. Musgrove
Georgia H. Prue

Enclosures

March 3, 1953

Gentlemen:

We are enclosing lists of your business textbooks on the college level about which we need more information and shall gratefully appreciate your co-operation in checking the lists for errors and/or omissions.

The following suggestions may help you with this compilation:

1. Please fill in any "missing" information under each respective heading on the enclosed sheets.

2. Please add to each respective list all missing information concerning any publication within the last ten years, 1942-1952.

3. Please draw a line through any item listed which is not on the college level, or which is out of print.

4. Please add any titles which we may have omitted.

Since this service will entail added responsibility for someone in your company, we expect to compensate for this work. Please bill us to cover the service.

A self-addressed envelope is enclosed for your convenience in returning the completed lists.

Very sincerely yours,

Allen A. Musgrove
George H. True

Enclosures

January 5, 1954

Dr. V. E. Breidenbaugh
Indiana State Teachers College
Terre Haute, Indiana

Dear Dr. Breidenbaugh:

As you are a recognized authority in the field of accounting and bookkeeping, we are asking for your help.

We are compiling an annotated bibliography of business textbooks on the college level which were copyrighted between 1942-1952.

Will you be so kind as to check the enclosed lists with reference to the following and return them at your earliest convenience:

1. Please draw a line through any titles which are not applicable to college use.

2. Please add any titles which you feel should be inclded that we have omitted.

This bibiography should be a worth-while source of information for school and college administrators, teachers, research workers, salesmen, and others interested in the field of business education.

Your cotribution in checking these lists will be far-reachingand greatly appreciated.

Very respectfully yours,

Ellen A. Musgrove
Georgia H. Prue

Enclosures

A similar letter was sent to Professor Parkhurst, of Boston University, regarding business English textbooks.

January 5, 1954

Dr. V. E. Brackenbush
Indiana State Teachers College
Terre Haute, Indiana

Dear Dr. Brackenbush:

As you are a recognized authority in the field of accounting and bookkeeping, we are asking for your help.

We are [illegible] on an annotated bibliography of business textbooks at the college level which were copyrighted between 1942-1952.

Will you be kind as to check the enclosed lists with reference to the following and return them at your earliest convenience:

1. Please draw a line through any titles which are not suitable to college use.

2. Please add any titles which you feel should be included that we have omitted.

This bibliography should be a worth-while source of information to school and college administrators, teachers, [illegible] workers, salesmen, and others interested in the [illegible] business education.

Your contribution in checking these lists will be far-reaching and greatly appreciated.

Very respectfully yours,

Enclosures

Allan A. Mazzove
Georgia H. Frue

A similar letter was sent to Professor Rackhurst, of Boston University, concerning business English textbooks.